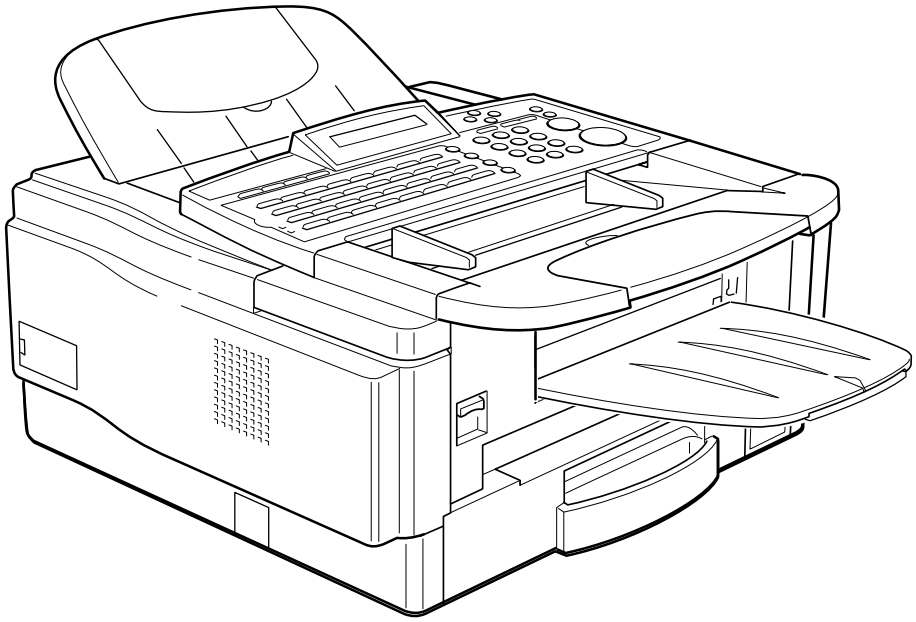
RICOH

OPERATOR'S MANUAL

RICOH FAX2400L



Please read all of these instructions and keep this manual by your machine.

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Optional Equipment

Memory (FEATURE EXPANDER TYPE 100 2M, FEATURE EXPANDER TYPE 100 4M)
Either a 2-Mbyte memory card or a 4-Mbyte memory card can be added.

PC Printer Interface Kit (PRINTER INTERFACE TYPE 100)
This allows you to use the machine as a laser printer for an IBM[1] or compatible personal computer.

Telephone Handset (HANDSET TYPE 100)
This permits voice communication (over the PSTN).

PC-FAX EXPANDER TYPE 100
This allows use of this machine as a scanner, PC Fax modem and convenient 200dpi printer.

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US

WARNING: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

✯ **CAUTION:** Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

ENERGY SAVING INFORMATION

As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power (Energy Saver) mode and Night Timer. Please see applicable sections of operating manual for details.

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Notice about the Telephone Consumer Protection Act (Valid in the USA only)

Attention please!

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature.

In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the "Installation and Initial Settings" and/or "Programming" sections. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you

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IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
    A. When the power cord or plug is damaged or frayed.
    B. If liquid has been spilled into the product.
    C. If the product has been exposed to rain or water.
    D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often required extensive work by a qualified technician to restore the product to normal operation.
    E. If the product has been dropped or the cabinet has been damaged.
    F. If the product exhibits a distinct change in performance, indicating a need for service.

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INTRODUCTION

Thank you for purchasing this product. This multi-function office machine offers a wide range of fax, copier, printer, and convenient features.

What Does a Fax Machine Do?

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots that there are across and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the destination fax machine.

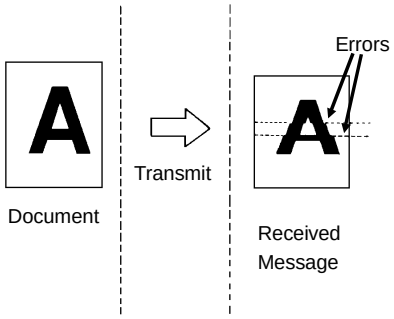
The receiving fax machine reconstructs your letter from the incoming signal, and prints it.

If you are worried about whether the message arrived at the destination, you can check a report called the TCR (Transaction Confirmation Report). When you print this report, you will see the results of the most recent fax communications made by your machine.

You can use your fax machine to send and receive many types of documents, even photographs.

Telephone Line Problems Affect Fax Communication

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in about 9 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.



The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature switched on or off. It is switched on before the machine leaves the factory (refer to page 66 for more information about ECM).

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines. In addition, the quality and condition of switching equipment used by your phone company can affect fax communication.

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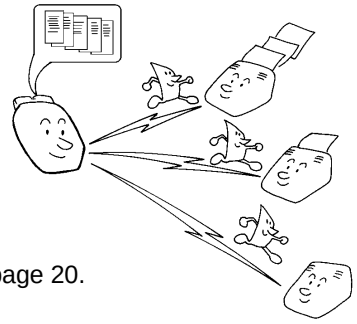
SOME OF THE THINGS THAT THIS MACHINE CAN DO

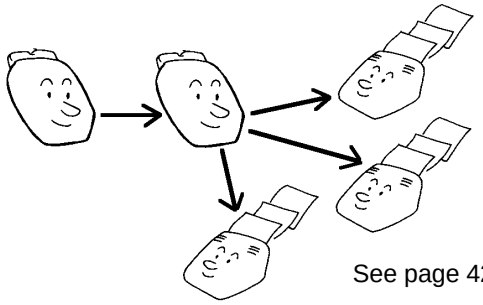
This machine has many features. Here is a sample of what the machine can do.

Sending a Fax to More Than One Location



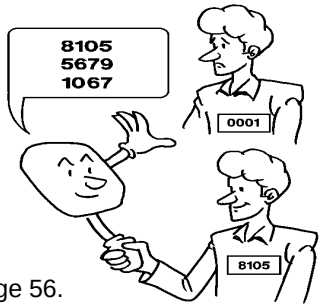
See page 20.

Network Feature (Transfer Request)



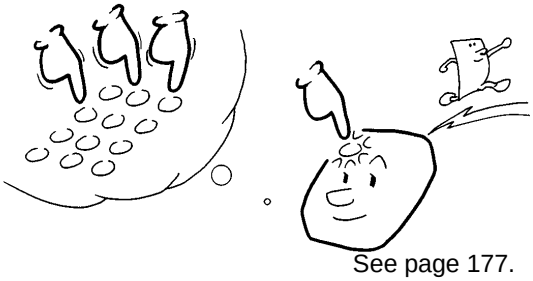
See page 42.

Restricting Access to the Machine



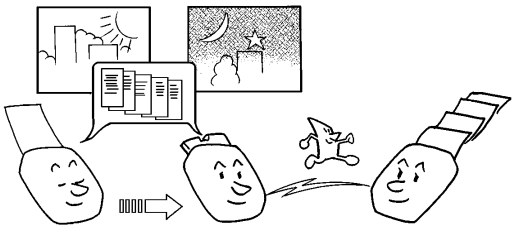
See page 56.

Quick Dial, Speed Dial, and Group Dial



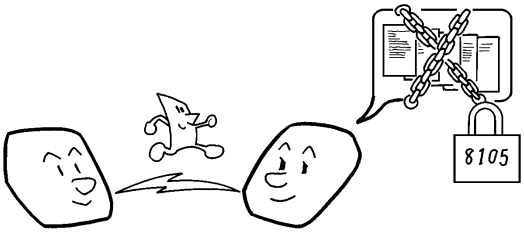
See page 177.

Sending a Fax Later



See page 28.

Confidential Communication



See pages 50 and 69.

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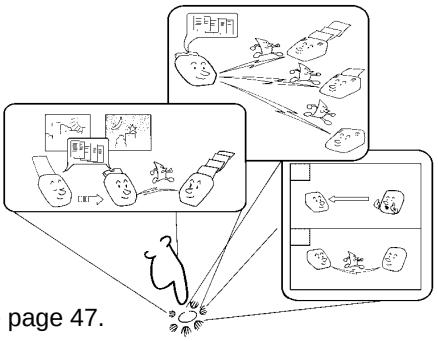
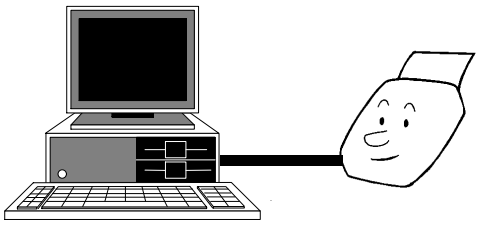
Keystroke Programs



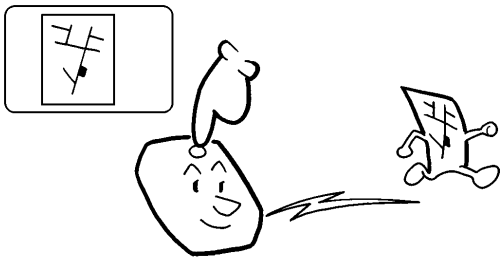
See page 47.

Printer Interface



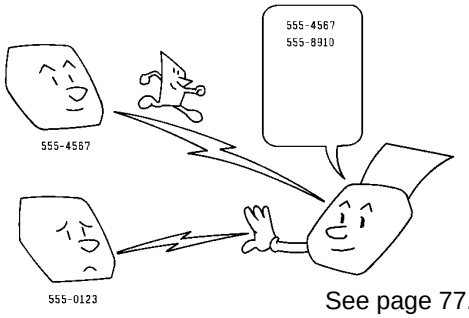
See page 112.

Auto Document (sends a commonly transmitted page with one touch)



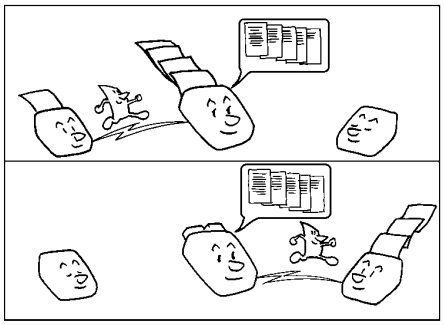
See page 53.

Authorized Reception (cuts out junk fax mail)



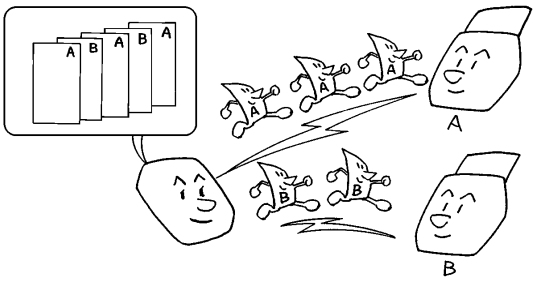
See page 77.

Forwarding



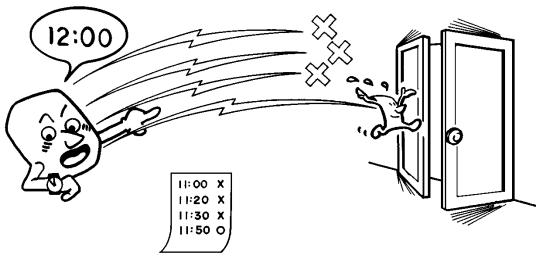
See page 80.

Batch Transmission



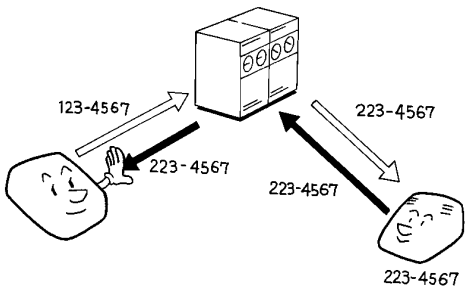
See page 67.

Transmission Deadline



See page 29.

Protection against Wrong Connections



See page 65.

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HOW TO USE THIS MANUAL

MANUAL OVERVIEW

Your facsimile machine is equipped with a wide range of labor-saving and cost-saving features. This manual explains each of these features, and how you can put them to use. Note that the external appearance of the machine in some illustrations may be slightly different from the actual machine.

The manual consists of the following sections.

- ❒ **How to Use this Manual -** This is the section that you are now reading. It contains an overview of the manual and the conventions used by the authors. It also contains quick reference sections on how to input telephone numbers and names, and how to correct errors that you may inadvertently make when operating the machine.
- ❒ **General Precautions -** This section lists precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
- ❒ **Guide to Components -** This contains a diagram that shows where the main components of your machine are situated.
- ❒ **Operation Panel -** This describes the functions of the various buttons and indicators that are on your machine's operation panel.
- ❒ **Routine Operation -** This section describes the features and settings that you will normally be using every day.
- ❒ **Advanced Features -** This section explains how to take advantage of the special features of your fax machine, including how to set up networks for economical distribution of fax messages over long distances.
- ❒ **Reports -** This section explains the reports that the machine generates.
- ❒ **Looking After the Machine -** This section shows you what to do when consumable supplies run out. The user maintenance procedure in this section should be done every six months if you want to keep your machine in top condition.
- ❒ **Solving Problems -** If your machine cannot communicate, or if it generates error codes or experiences paper jams, refer to this section. Many routine problems can be solved without a service call.
- ❒ **Specifications -** This is a list of technical capabilities of your machine.
- ❒ **Technical Reference -** Inputting characters, setting up the user switches, specifications and other technical information.
- ❒ **Appendix A (Installing the Machine) -** The best place to install your machine is described here. Please also refer to it when you plan to move the machine to another location. It also explains the things you have to do before you can send your fax message, and lists important features that will make faxing more convenient.
- ❒ **Quick Reference Guide** - This indicates how to use this machine at a glance.

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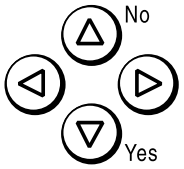
CONVENTIONS

The following conventions were used when writing this manual.

Keynames

These have been printed in a bold typeface.
For example: When you see a command in bold such as "**Start**" means "Press the **Start** key on the operation panel".



On the operation panel, there are four arrow keys (up, down, left, right). This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see ▶ in the manual, you are being asked to press the right-pointing arrow (▶) on the scroll key.

Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

Example A: The keys that can be pressed are shown on the upper right of the display. In this example, you can press **Yes** and ◀ and ▶ on the scroll key.

```
SELECT LANGUAGE Y/◀▶
ENGLISH
```

Example B: The choices of settings for a feature are shown on the screen. The current setting is indicated (it is set to ON). If you press ◀ or ▶ on the scroll key, the setting will be changed to OFF.

```
AUTHORIZED      Y/◀▶
 ON   ▶OFF
```

Example C: The ABC in the upper right of the display indicates that you can input letters using the Quick Dial keys, and ◀ and ▶ on the scroll key.

```
RTI/CSI      ABC
```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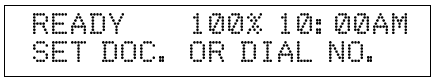
Most procedures start from standby mode, that is, when the display is as shown on the right. The value after "READY" shows how much memory space is remaining.



NOTE: If you start a procedure and do not enter anything at the operation panel for more than 5 minutes, the machine returns to standby mode.

Symbols

The text contains a few symbols that highlight important points or direct you towards other parts of the manual that are related to the feature currently being described.

? indicates a hint (for example, giving a page number where related information can be found).

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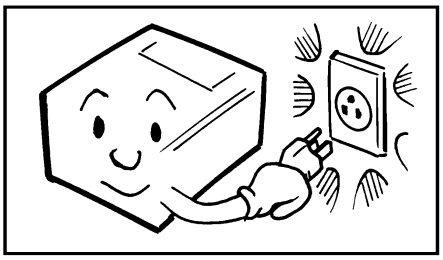
GENERAL PRECAUTIONS

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

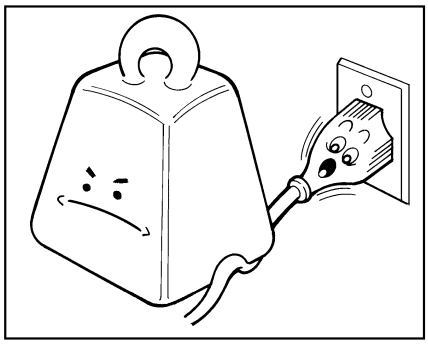
POWER AND GROUNDING

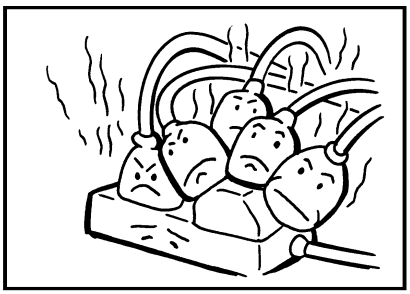
Pay attention to the following.



Power Supply

1. Power requirements: 115 V, 60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible.





Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground plug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

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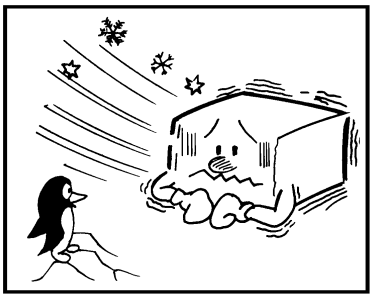
COLD WEATHER POWER-UP

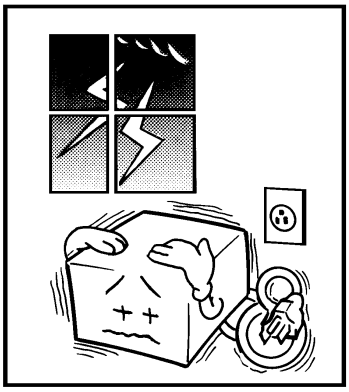


Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

1. Raise the room temperature to 68°F at less than 18°F per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

Do not use the machine near a humidifier.

THUNDERSTORMS



With proper grounding, about 90% of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord.

NOTE:
All fax messages stored in the memory will be erased if power is switched off.

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COPY PAPER

- ❒ 16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used.
- ❒ Do not use damp paper, or copies will be defective.
- ❒ Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- ❒ Keep paper in a vinyl bag if it will not be used for a long time.
- ❒ Store in a cool dry place.
- ❒ Store flat. Do not stand upright.
- ❒ The following materials cannot be used in the paper trays: Post cards, tracing paper, OHP sheets, adhesive labels
- ❒ Do not overload the paper trays.
- ❒ If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

TONER CARTRIDGES

- ❒ Store in a cool, dark place.
- ❒ Never store where they may be exposed to heat.
- ❒ Keep out of the reach of children.
- ❒ Do not eat toner.
- ❒ Do not lay heavy objects on toner cartridges.
- ❒ Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

OPERATING PRECAUTIONS

- ❒ While the machine is in operation, do not turn off the main switch or unplug the power cord.
- ❒ Keep corrosive liquids, such as acid, off the machine.
- ❒ Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- ❒ The fusing unit may be very hot. Be careful when handling it.

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GENERAL

- ❒ Read the Important Safety Information at the front of this manual.
- ❒ Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- ❒ Do not make modifications or replacements other than those mentioned in this manual.
- ❒ When not using the machine for a long period, disconnect the power cord.

OZONE

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

WARNING:

This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

This symbol is attached to some components to alert the user not to touch them, because they may be very hot.

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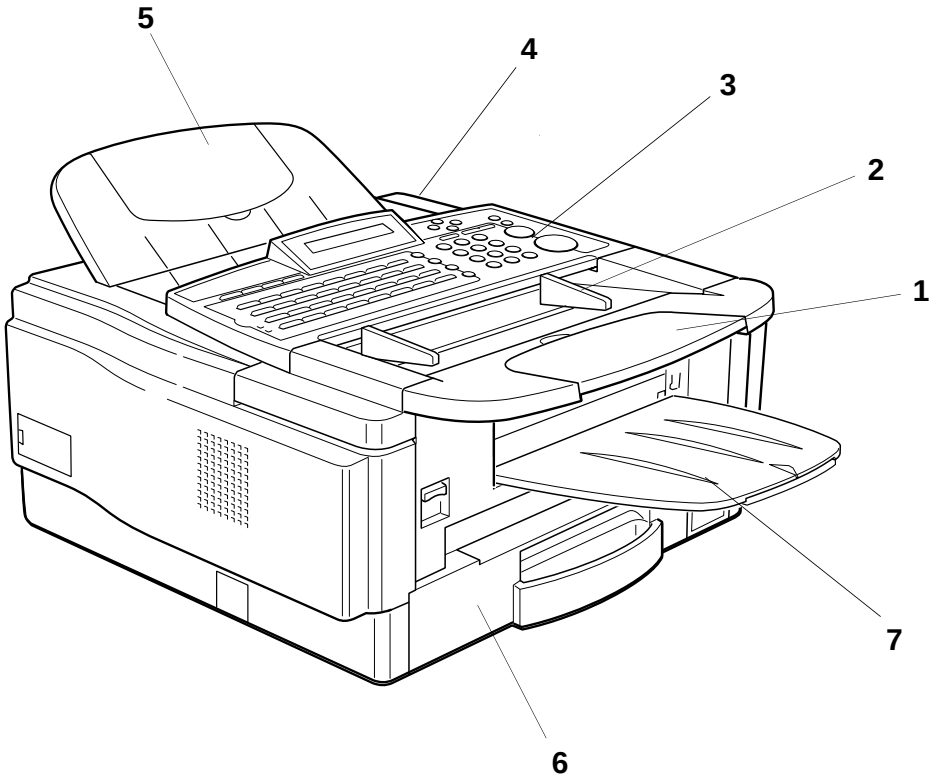
GUIDE TO COMPONENTS

1. MAIN BODY



1	Document Table
2	Document Guide
3	Operation Panel
4	Power Switch
5	Document Tray
6	Paper Cassette
7	Copy Tray

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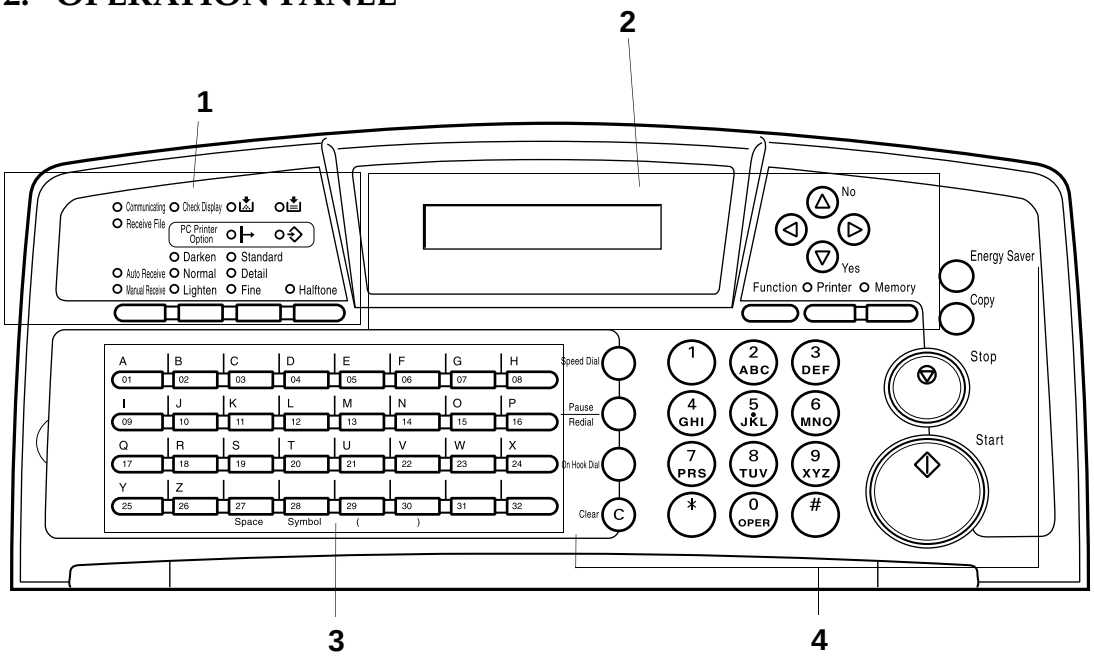
2. OPERATION PANEL



1.		
	Communicating Indicator	Lights when a fax message is being transmitted or received.
	Receive File Indicator	Lights when an incoming message was received into memory. Blinks when a confidential reception file or memory lock file has been stored in the memory.
	Check Display Indicator	Lights when some error occurs. See the instruction that appears on the display.
	Add Toner Indicator	Blinks when the toner cartridge is almost empty, and lights when it is empty.
	Add Paper Indicator	Lights when a cassette is empty.
	PC Printer Option Indicators	These indicators are only used when the optional Printer Interface Kit is installed. See the operation manual for the Printer Interface Kit for full details.
	Reception Mode Selector Key	Press to select Auto Receive or Manual Receive.
	Contrast Selector Key	Press this to select either Darken, Normal or Lighten.
	Resolution Selector Key	Press this to select either Standard, Detail, or Fine transmission mode.
	Halftone Key	Press this to use halftone transmission mode.

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2.	**Display**	Displays prompts, warnings, and selected modes.
	Printer Key	Press this when you wish to enter the printer mode.
	Function Key	Press to use one of the numbered functions explained in this manual.
	Yes/No Keys	Use to answer questions on the display.
	Scroll Key	When an arrow is shown on the display, use this key to access the options, items, or functions shown by the arrow. Also use it to move the cursor when programming or editing a displayed item.
	Memory Key	If the indicator is lit, your document will be stored before transmission. If it is not lit, your document will be sent immediately without being stored. Press the key to change the mode.
3.	**Quick Dial Keys**	Each of these can be programmed with a telephone number, a group, or a keystroke program. You can also use these keys to type names and labels such as the RTI and TTI.
4.	**Speed Dial Key**	Press this to dial using the Speed Dial feature.
	Pause/Redial Key	Press this if you need to insert a pause when dialing. Or press this to redial the last number that was dialed.
	On Hook Dial Key	Press this to dial without picking up the handset.
	Clear Key	Use this as a backspace key during programming.
	Ten Keypad	Use this as a telephone keypad, or to enter Speed Dial codes.
	Energy Saver Key	Hold down for a few seconds this to start or end the energy saver mode.
	Copy Key	Press this to copy the document now in the feeder.
	Stop Key	Press this to stop the machine and return it to standby mode.
	Start Key	Press this to start fax communication.

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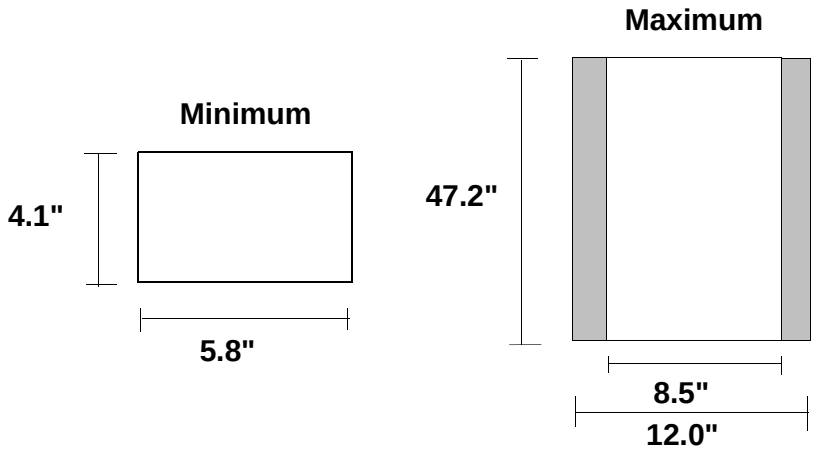
SENDING A FAX MESSAGE

Precautions Concerning Unacceptable Document Types

Before you send your document, make sure that it meets the following requirements.

Caution: Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.



* The shaded part ▭ will not be scanned, because it is outside the maximum scanning width range.

Correct Size for the Document Feeder

Thickness: 2 to 8 mils (20 lb paper)
Length and Width: See the above diagram.
If the page is too short, put it inside a document carrier or enlarge it with a copier.
If the page is too long, divide it into two or more sheets.

Clearly Written
Small faint characters may not be transmitted clearly.

Uniform Page Size
Do not use different sizes of document in the same transmission.

Dry Ink
All ink must be dry before you place the document in the feeder.

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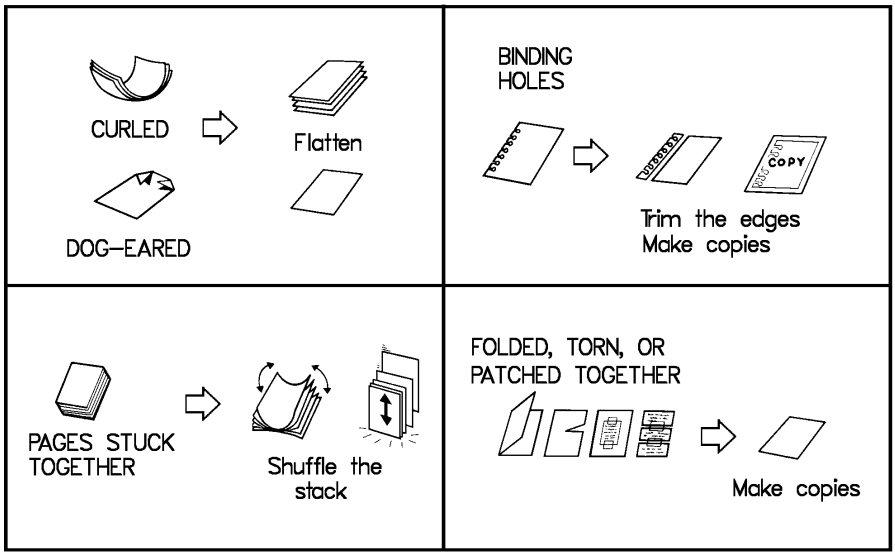
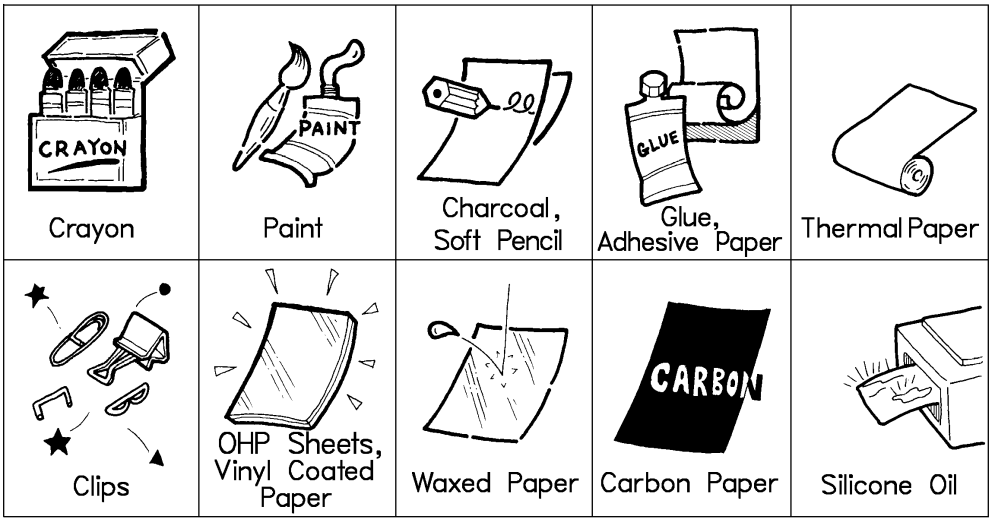
Page Condition

Do not place damaged pages in the automatic document feeder.



Originals that contain the following materials should not be placed in the document feeder. Make copies of these originals and scan the copies.



NOTE: Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

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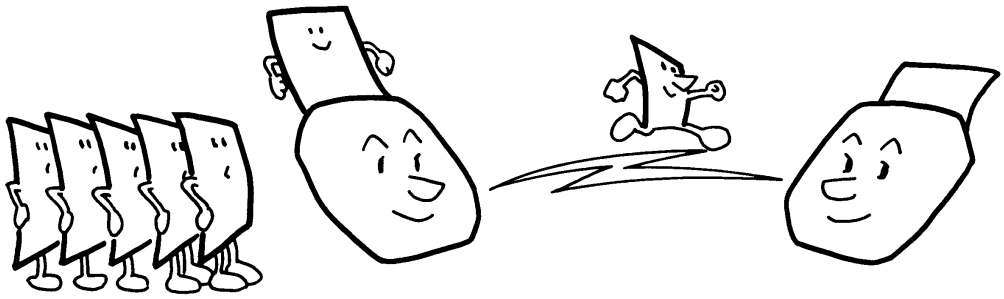
Transmission Procedure at a Glance

Overview

There are two ways to send a fax message:
❒ Immediate Transmission
❒ Memory Transmission

Sending Quickly (Immediate Transmission)



This feature is known as **Immediate Transmission**.
This is convenient when:
❒ You wish to send a message immediately.
❒ You quickly wish to check whether you have successfully connected with the other party.
❒ Your machine's memory is getting full.

The machine dials immediately after you press Start (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

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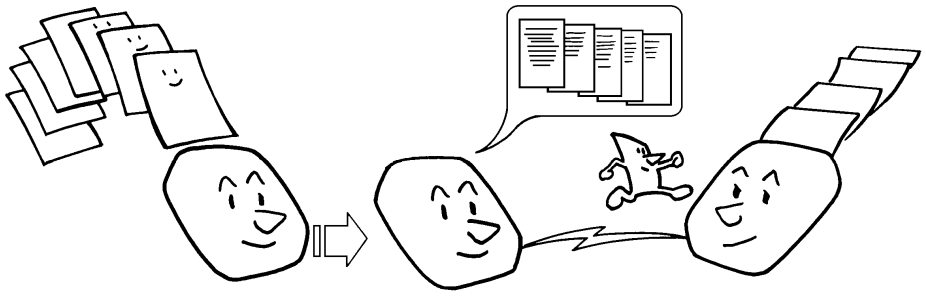
Scanning Quickly (Memory Transmission)



This feature is known as **Memory Transmission**.
This is convenient because:

- ❒ Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- ❒ While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- ❒ You can send the same message to more than one place with the same operation.

After you press Start, the machine doesn't dial until all the pages of your fax message have been stored in the memory.

The default mode of this machine is Memory Transmission, so the procedures described in this manual will be based on the assumption that you are using Memory Transmission. Immediate Transmission is described in a separate section.

Cross-references
Send Later: see page 28.

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Sending to Just One Location

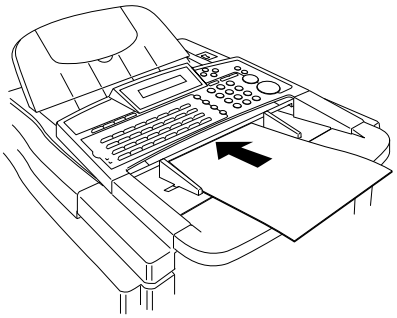
1. Make sure that the machine is in standby mode:
   The display on the operation panel must be as shown on the right.

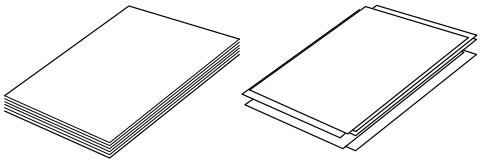
```
READY  100% 10:00AM
SET DOC. OR DIAL NO.
```

2. Carefully place your fax message face down into the auto document feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

   NOTE: You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 4.





- ❒ The pages must be placed face down in the feeder, with the first page at the bottom of the stack.
- ❒ Feed the pages in so that the top edge goes in first.
- ❒ Do not feed in more than 30 pages.
- ❒ Do not use unsuitable types of original (see pages 14 and 15).
- ❒ Adjust the document guides to fit the width of the pages.

- ❒ Do not use pages of different sizes.
- ❒ The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

? Selecting Contrast and Resolution: See page 23.
Options for Sending a Message: See page 27.

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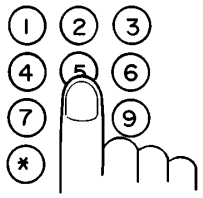
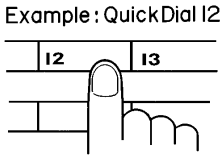
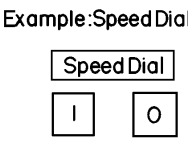
3. Dial in one of the following ways.

```
TRANSMIT      Y/START
2125551234
```

a) Ten Keypad	b) Quick Dial	c) Speed Dial	d) Handset ✱
			

✱ : Only if the telephone handset is installed.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number.
For an international number, press the Pause key after entering the country code.

4. **Start**.
5. The machine stores your fax message.
6. The machine dials, and the line to the other party is connected.

   NOTE: Watch the display. The identification of the other party will appear.

```
NEW YORK OFFICE
A4 → A4  TRANSMIT
```

7. After sending the message, the machine hangs up automatically.

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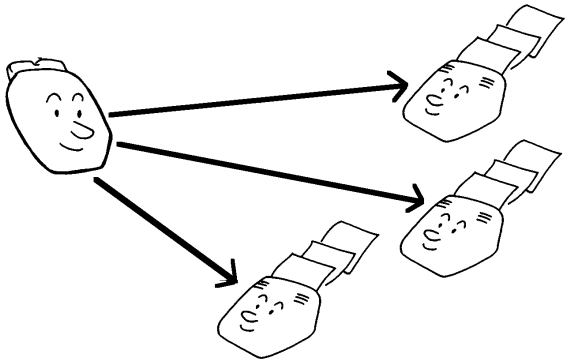
Sending to More Than One Location (Broadcasting)



1. Make sure that the machine is in standby mode (see page 18).
2. Make sure that the Memory indicator is lit. If it is not, press **Memory**.
3. Place your fax message face down into the feeder.

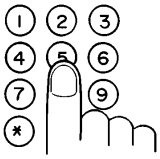
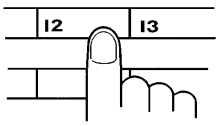
❒ You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 5.

TRANSMIT OPTION▶
DIAL FAX NUMBER

? Selecting Contrast and Resolution: See page 23.
Options for Sending a Message: See page 27.

4. Dial in one of the following ways.

TRANSMIT Y/START
1222553333

a) Ten Keypad	b) Quick Dial	c) Speed Dial	d) Group Dial ✯
	Example : Quick Dial 12 	Example: Speed Dial 10 Speed Dial 1 0	Example: Group 1 stored in Quick Dial key 08 Quick Dial key 08

✯ : Method: Press the Quick Dial key the Group is stored in (in the example, press key 08).

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

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5. **Yes**.

```
TRANSMIT      OPTION▶
DIAL NEXT NUMBER
```

6. Either:
   - ❒ Dial another number: Go to step 4.
   - ❒ Press **Start**.

   The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

NOTE: In theory, you can send the same fax message to up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 188 for more information concerning the limitations of this feature.

Transmission Using the Group key

Outlined below is the procedure for using the Group key. You have to program the Group key into the Quick Dial 32 key. (Programming the Group key - see page 187.)

1. Place a document into the feeder.

```
TRANSMIT      OPTION ▶
DIAL FAX NUMBER
```

2. Press **Quick Dial key 32** (Group key).

```
GROUP              1-7/N
G
```

3. Enter a Group number.
   Example 1: Press **1** on the ten keypad.

```
GROUP            Y/START
G1 DISTRIBUTOR
```

4. **Start**.

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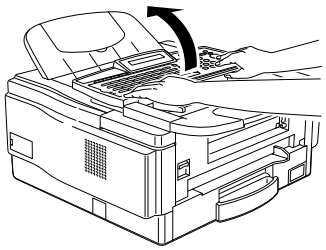
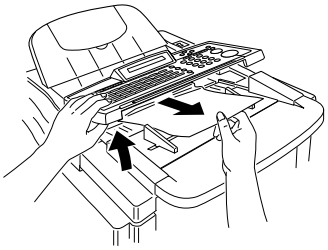
Possible Problems

You want to take out the document
Open the scanner, and take out the document.

> **Caution:** Do not pull out the document without opening the scanner, or you will damage the machine.





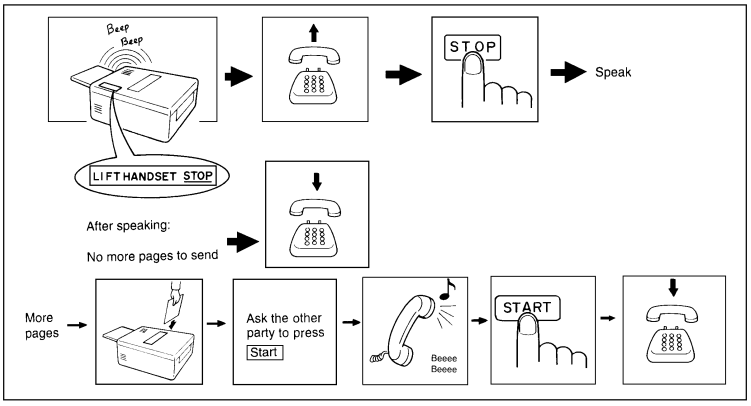
You want to send more than 30 pages
While the last page is being fed in, place more pages (up to 30) in the feeder.

You made a mistake while dialing
If you already pressed **Start**, press **Stop** immediately.
If you haven't pressed **Start** yet, press either:
❒ **No**. The entire number is deleted. Enter a new number.
❒ **Clear** . Only the last digit is deleted.

Check Display Indicator is blinking
❒ If "CLEAR ORIGINAL" appears in the display:
Take out the document (see page 140). Then redial the destination.

❒ If "ERROR PRESS STOP KEY" appears in the display:
If the Communicating lamp is not lit, press **Stop**.
If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

The buzzer is Ringing
The other party wishes to speak with you. Proceed as shown below.



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Sending a Page with Very Fine Detail

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

If you are not sure whether your settings are suitable, make a copy of the document using these settings. The printout gives an indication of how the fax message will look when it is printed at the other end.

❒ If your fax message has more than one page, you can select different settings for each page. For example, if you wish to use a different resolution just for page 2, change the resolution setting while page 1 is being scanned. Then, while page 2 is being scanned, you can return the resolution setting to the original setting.

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Contrast

The text and diagrams in your document must stand out clearly from the paper they are written on. If your document has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the contrast.

There are three grades.
Normal: Suitable for most documents.
Darken: Use for documents with faint writing (such as those written in pencil).
Lighten: Use for documents that have a dark or patchy background.

Resolution

If your document contains fine print or detailed diagrams, use a higher resolution setting.

Standard: Suitable for most typewritten documents.
Detail: Use for documents with small print or fine details.
Fine: Use this for high quality reproduction.

Halftone

If your document contains a photograph, or diagrams with complex shading patterns or grays, switch Halftone Mode on to achieve optimum image quality.

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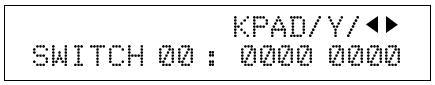
Selecting the Halftone Type

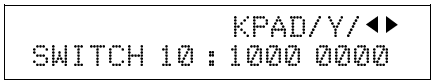
This model has two types of Halftone: the Dither Process and the higher quality Error Diffusion Process. To change the currently used Halftone type, perform the following procedure.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 10 are shown. You need to change digit 7.
   If you wish change the setting press **7** on the ten keypad.



Speed mode: The machine will use the Basic Halftone Process. (Digit 7 is 1)
Standard mode: The machine will use the higher quality Error Diffusion Process. (Digit 7 is 0)

4. Finish: **Yes** and **Function**.
   Halftone Mode slows down the transmission speed, and may increase your communication costs, especially if you use the Error Diffusion process. Higher resolutions also do this. This is because these settings create larger amounts of data to be sent.

Messages are transmitted the fastest if you use the standard resolution setting, and keep Halftone off.

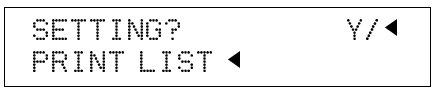
Home Position Setting Adjustments

For the contrast, resolution, and halftone, you can select whether the settings return to home position at the end of transmission (in a new machine, they do). Also, you can change the home positions of these settings.

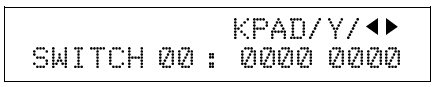
If you need other adjustments, contact a service representative.

The procedure is as follows (see page 156 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◄ and **Start**.



2. **Yes**.



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3. The settings for switch 00 are now shown on the bottom line of the display.

```
SWITCH00: 0000 0000
Digit          7654 3210
```

The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

The settings that you may need to change are those for digits 0, 1, 2, 3, 4, 5, 6, and 7. The functions of these are as follows.

Digit	Purpose
0	Do not use this setting.
1 2	Contrast home position Digit 2 Digit 1 Setting 0 0 Normal* 0 1 Lighten 1 0 Darken
3	Do not change this setting.
4 5	Resolution home position Digit 5 Digit 4 Setting — Digit 5 Digit 4 Setting 0 0 Standard* — 1 0 Fine 0 1 Detail — 1 1 Do not change these settings.
6	Tramsmission mode home position 0: Memory Transmission* 1: Immediate Transmission
7	Halftone on/off home position 0: Off* 1: On

3. If you wish to change one of the settings, press the key on the ten keypad that corresponds to the digit that you wish to change.

   Example: **3** on the ten keypad. The value of digit 3 changes.

4. Finish: **Yes** and **Function**.

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Optional Features for Transmission

When you make a routine transmission, you can access a few optional features.

These options are only available if "OPTION ▶" can be seen in the top right corner of the display.

Personal Code

Personal Codes do the following.

- ❒ They allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report that is called the TCR (Transaction Confirmation Report). This will help you to check on who has been using the machine, and how often.
- ❒ They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.
- ❒ They allow you to restrict use of the machine to authorized personnel only. If you switch the Restricted Access feature on, users have to enter their personal code before they can use the machine. The personal code must have already have been stored in the machine. This may deter unauthorized personnel from casually using the machine.

Cross-references
Programming Personal Codes: see page 56.
Restricted Access: see page 56.
TCR: see page 117.

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If you input your Personal Code, your name will appear on the TCR and Transmission Result Report.

1. Press ▶ and make sure that the display is as shown opposite.

```
SET OPTION        Y/▶
SET PERSONAL CODE?
```

2. **Yes**.

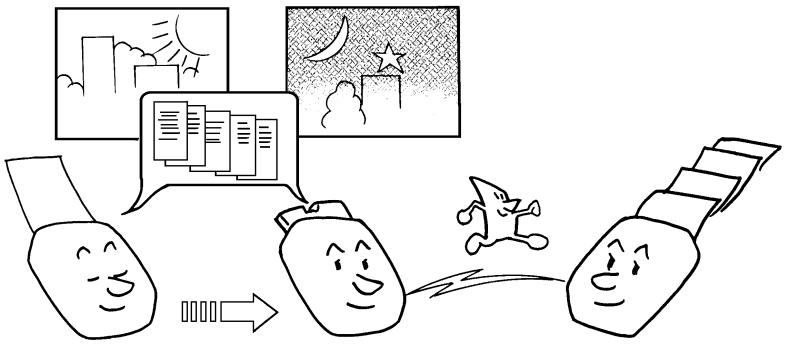
```
SET OPTION       KPAD
PERSONAL CODE:
```

3. Enter the personal code.
   Example: **7 3 6 2**

```
SET OPTION        Y/N
PERSONAL CODE: 7362
```

4. **Yes**.
   See page 57 for details on how to program the Personal Codes and their labels.

Sending at a Specific Time



This feature is call **Send Later**.
Using this feature, you can instruct the machine to delay transmission of your fax message until a later time, which you specify. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

CAUTION
If your machine's memory is full, you will have to keep the message in the document feeder. This means that nobody can use the document feeder unless they remove your document. This would automatically cancel the Send Later operation.

1. Press ▶ until the display is as shown opposite and **Yes**.

```
SET OPTION        Y/▶
SEND LATER?
```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2. Example: Send at 11:30pm.
   1 1 3 0 from the ten keypad.

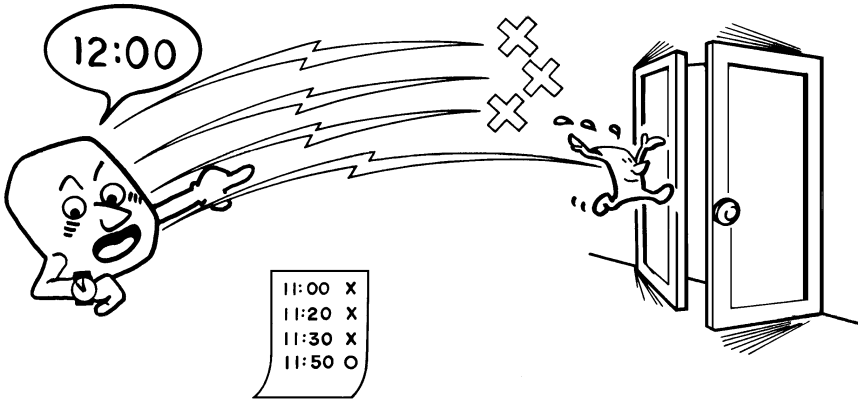
   To change AM/PM, press ∗ or # on the ten keypad.

```
SET OPTION      KPAD/Y
TIME 11:30PM   10:00AM
```

3. **Yes**.
   - ❒ The Send Later time cannot be more than 24 hours into the future.

```
TRANSMIT     OPTION ▶
DIAL FAX NUMBER
```

Sending by a Specific Time (TRD) (Feature Expander Required)



This feature is called **Transmission Deadline**.
If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

If the line is busy, the machine will redial at set intervals either until the message gets through or until the deadline passes. Before the deadline passes, there is no limit to the number of times that the machine can redial.

This feature is only available with Memory Transmission.

1. Press ▶ until the right display appears.

```
SET OPTION          Y/▶
SET TRD?
```

2. **Yes**.

```
SET OPTION      ∗/#/Y
TIME 12:00PM   10:00AM
```

3. Example: The deadline is 12:50.
   1 2 5 0

```
SET OPTION      KPAD/Y
TIME 12:50AM   10:00AM
```

   - ❒ The TRD time cannot be more than 24 hours into the future.
   - ❒ To change AM to PM or the other way around, press ∗ or # on the ten keypad.

4. **Yes**.

```
TRANSMIT     OPTION▶
DIAL FAX NUMBER
```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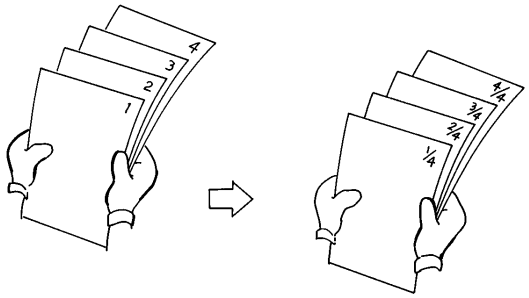
Printing the Page Number (Immediate Transmission only)



When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the format in which the page numbers are printed.

If you use Page Count:

❒ Page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the keypad before sending.

If you do not use Page Count:

❒ Page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

NOTE: If you do not select Immediate Transmission, Page Count is automatically switched on, and the pages are counted automatically.

1. Press ▶ until the right display appears.

```
SET OPTION      Y/▶
SET PAGES?
```

2. **Yes**.

```
SET OPTION      KPAD
PAGES:
```

3. Example: 10 pages.
   1 0

```
SET OPTION       Y/N
PAGES: 10
```

4. **Yes**.

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Sending Your Identification at the Top of Your Message

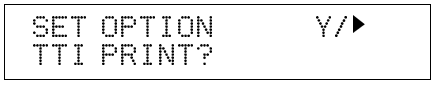
Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

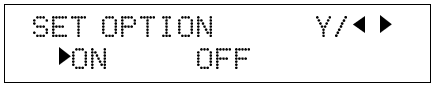
NOTE: If you switch TTI off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

Cross-reference
TTI: see page 174. Label Insertion: see page 63

1. Press ▶ until the right display appears.



2. **Yes**.



3. If you wish to change the TTI setting, press ◀ or ▶ until the displayed setting is correct.

4. **Yes** when you have finished.

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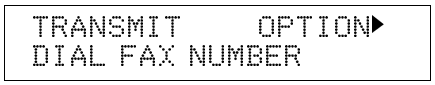
Sending Quickly

Procedure

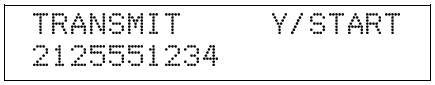
If you do not wish to store the fax message in memory before sending it out, use the following procedure.

❒ The advantages and drawbacks of Immediate Transmission and Memory Transmission are discussed on pages 16 and 17.

1. Make sure that the machine is in standby mode (see page 18).
2. Make sure that the Memory indicator is out. If it is lit, press **Memory** .
3. Place the document face down into the feeder.

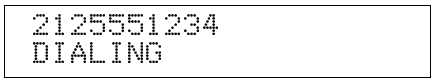


4. Dial (only one destination).



? See page 19 for how to dial.

5. **Start**.



6. The machine dials and the line to the other party is connected. The number that you dialed is displayed (or if you used Quick Dial or Speed Dial, the Quick Dial or Speed Dial Label stored for that number is displayed).

Changing Transmission Mode

Converting Immediate Transmission to Memory Transmission

If there is a message still waiting in the document feeder, you can convert it into a memory file if you press **Memory** and **Start**. The document will be scanned and stored into memory, leaving the document feeder free for others to use.

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Immediate Transmission as Your First Choice

The default mode of your machine is Memory Transmission. If you wish, you can change this home position to Immediate Transmission.

The procedure is as follows (see page 156 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◄ and **Start**.

```
SETTING?          Y/◄
PRINT LIST ◄
```

2. Press **Yes**.The settings for switch 00 are now shown on the bottom line of the display.
   The setting that you need to change is that for digit 6.

```
                KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

3. If you wish to change the setting, press **6** on the ten keypad.

```
SWITCH 00 : 0000 0000
```

Digit 6 (Double underlined)
0: Memory Transmission
1: Immediate Transmission

4. Finish: **Yes** and **Function**.

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Redialing

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically. Or, with the Redial key, you can redial with just a few keystrokes.

Automatic Redialing

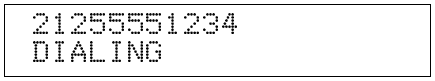
The machine will automatically redial the other party if any of the following conditions occurred.

- ❒ The other party was busy.
- ❒ There was no reply from the other party.
- ❒ The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used).

Redialing is done 4 times at 5 minute intervals (for a memory transmission) or 2 times at 5 minute intervals (for an immediate transmission).

- ❒ The number of redials and the redial interval may be adjusted by a service technician.

During redialing, the number being dialed is displayed as shown on the right.



Using the Redial Key

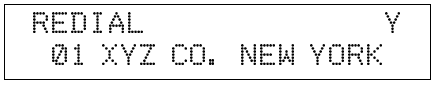
The machine remembers the last telephone number that you input. If you have to redial this number, just press the Redial key, then press the Start key.

This feature has the following uses.

- ❒ If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire.
  Press the Redial key, then press the Start key.
- ❒ If you wish to send another message to the same address that you just sent last time, you don't have to dial the full number again.
  Place the message in the feeder, then press the Redial key, then press the Start key.

To send a fax using Redial, do the following:

1. Make sure that the machine is in standby mode (see page 18).
2. Place your document into the feeder.
3. Press **Redial**.



4. Press **Start**.

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RECEIVING FAX MESSAGES

Selecting the Reception Mode

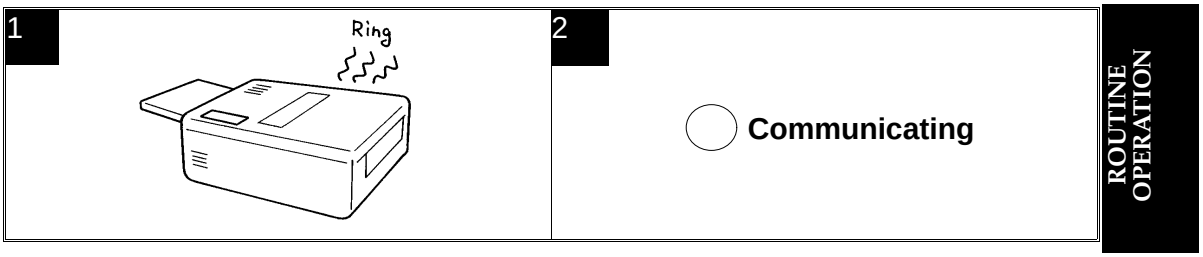
There are two ways to set up your machine to receive fax messages.
❒ Auto Receive Mode
❒ Manual Receive Mode

Press the reception mode key to switch between the modes.

Auto Receive Mode

This mode is selected when the Auto Receive indicator is lit.

Incoming faxes are received automatically. You do not have to be by the machine if the power switch is kept on. Use this mode when you must leave the machine.

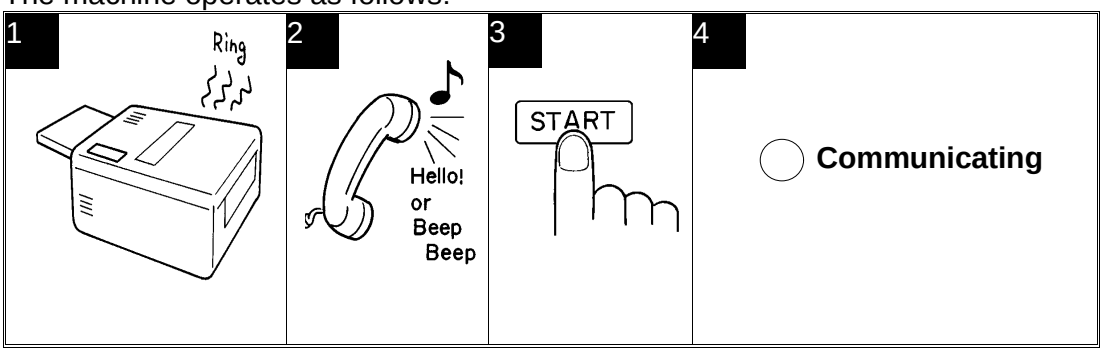


1. The telephone rings once.
2. The machine automatically starts to receive the message.

Manual Receive Mode

This mode is selected when the Manual Receive indicator is lit.

This setting is convenient if you wish to use your fax machine's handset to answer telephone calls coming in on the same line as fax messages. However, your fax machine cannot automatically receive fax messages; you have to be by the machine if a fax message comes in.
The machine operates as follows:



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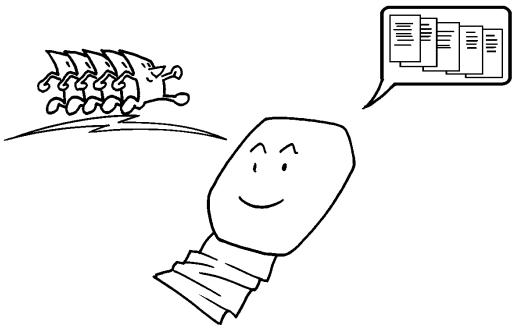
1. The machine rings continuously until you answer the call. Pick up the handset.
2. If you hear a voice from the other end, speak in reply.
   If you hear a tone every few seconds, the other end is a fax terminal.

   NOTE: Remove any documents that are in the feeder.

3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
4. The machine starts to receive the message.
   The Communicating indicator lights.

Receiving Fax Messages When There Is a Problem

Overview



This feature is called **Substitute Reception**.
If the printer is jammed or out of supplies, you will still be able to receive fax messages; any messages coming in will be stored in the machine's memory.

If the "Receive File" indicator is lit, a message has been stored in the memory using the Substitute Reception feature.

Check the following:
- ❒ The printer paper may be used up. If so, add paper: see page 126.
- ❒ The toner may have run out. If so, add toner: see page 127.
- ❒ The printer paper may have jammed. If so, remove the jam: see page 142.
- ❒ If there appears to be no problem, somebody may be making copies while a fax message is coming in.

The messages received into memory will be printed and erased after the machine has been returned to normal operation.

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Switching Substitute Reception On or Off

There are two conditions under which you may wish to disable this feature.

- ❒ If you do not like keeping received fax messages in memory: After your machine has received a fax message to memory, it sends an OK signal to the other end. However, if something happens to your machine and you lose the fax message before you have a chance to read it, the sender will not be informed. Therefore, you may not wish to use the Substitute Reception feature.
- ❒ If you do not wish to have your memory full of mail from unknown senders: If you have not enabled the Authorized Reception feature, you can receive fax messages from anybody. However, you can see who they are because their identifier (the TTI) is printed at the top of each page. If the other party has not programmed their identifiers (perhaps in an attempt to hide their identity), you may not wish to receive their messages into memory, which would take up valuable space.

Cross-reference
ECM: see page 66. Authorized Reception: see page 77.

If you wish to switch Substitute Reception on or off, do the following procedure. (See page 156 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3 and Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◀ and **Start**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

2. The settings for switch 00 are now shown on the bottom line of the display.

```
                KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 05 are shown.
   The settings that you need to change are those for digits 0 and 1.
   The meanings of these settings are as follows.

```
SWITCH 05 : 0000 0000
```
Digit 0 (Underlined)
Digit 1 (Double underlined)

Digit	Purpose
0	Substitute Reception 0: Off 1: On*
1	Reception to memory (including Substitute Reception, Memory Lock and Forwarding from another station) when no RTI or CSI identifiers were received from the other party. 0: Enabled, 1: Disabled

4. If you wish to change the setting, press **0** or **1** on the ten keypad.
5. Finish: **Yes** and **Function**.

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TELEPHONE CALLS

A handset is required to execute the procedures in this section.

You can use your fax machine for dialing in the same way as you would use a telephone. This is useful when calling fax machines that are usually kept in Manual Receive Mode, as well as for telephone conversations.

- ❒ You can dial using Quick Dial keys or Speed Dial Codes.
- ❒ With the On Hook Dial feature, you do not have to pick up the handset before dialing.
- ❒ You can send a fax message after finishing the conversation, without having to make a new call.

Cross-reference	Manual Receive Mode: see page 35.

Making a Telephone Call

Using On Hook Dial

Using On Hook Dial is like using the handset (see the next page), except that you do not have to pick it up before dialing. Just press the On Hook Dial key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset. This keeps both hands free for referring to telephone numbers while you are dialing.

1. Press the **On Hook Dial** key.

```
ON HOOK MODE
```

2. Dial.

   See page 19 for how to dial.
   Do not use the handset.

   NOTE: Do not press **Start**.
   If you wish to cancel the call, press the **On Hook Dial** key.

```
ON HOOK MODE
2125551234
```

3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.
4. Replace the handset when you have finished.

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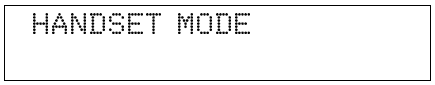
Using the Handset

Using the fax machine's built-in or optional handset, you can use the fax machine in the same way as a normal telephone. Pick up the handset and dial on the fax machine's ten-keypad (or use a Quick Dial key or Speed Dial Code if you wish).

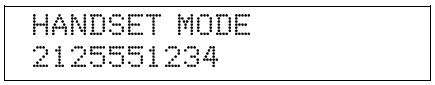
1. Pick up the handset.



2. Dial.

See page 19 for how to dial.

NOTE: Do not press **Start**.

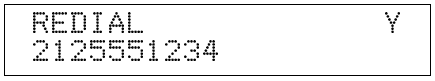


3. Continue as for a normal telephone conversation.

Using Redial

Use Redial if you wish to redial a number that you dialed recently.

1. Press the **On Hook Dial** then the **Redial** key.



The number will be dialed immediately.

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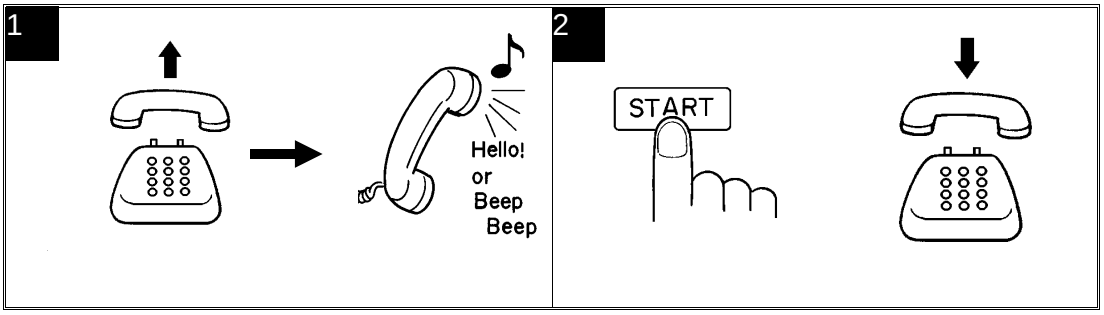
Answering the Telephone

If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

If the telephone rings continuously:



1. Pick up the handset and speak to the other party.
   If you hear a high-pitched tone, a fax is coming in.
   Press **Start** then hang up.

2. If the caller wants to send you a fax, press **Start** after speaking. Then hang up.

   If nothing happens after you press **Start** the power may be switched off or the telephone may not be properly connected.

Phoning and Faxing on the Same Call

To Talk Before Sending a Fax (On Hook Dial)

1. Press the **On Hook Dial** key.
2. Dial.

   NOTE: Do not use the handset.
   Do not press **Start**.
3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.
   - ❒ If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press **Start**.
4. When you are ready to send your fax message, place your message in the feeder, then ask the other party to press **Start**.
5. When you hear a high-pitched tone, press **Start**.

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6. Replace the handset.

Do not replace the handset if you wish to speak to the other party again. When your machine emits a tone, press **Stop** then speak.

Speaker and Buzzer Volume Adjustments

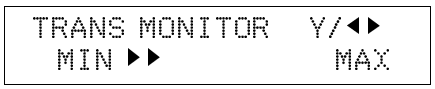
Your machine has a built in speaker. With this speaker, you can listen to the telephone line without picking up the handset. The speaker will be automatically switched off just before the start of facsimile data communication.

When you are sending a fax message, you will be able to hear the line after the machine has dialed. If the line is busy, you can press the **Stop** key and start another operation without having to wait for the machine to disconnect the line.

The volumes you can adjust are:
Transmitting monitor (TRANS MONITOR): The sound you hear in transmission.
Receiving monitor (RECV MONITOR): The sound you hear in reception.
Dialing monitor (DIAL MONITOR): The sound you hear after pressing the **Start** key.
Buzzer tone(BUZZER): The volume of the buzzer when you open a cover and so on.
Key tone (KEY): The sound you hear when you press a key on the operation panel.

If the speaker volume is not satisfactory, you can adjust it.

1. **Function 6 2 2 2 2 9 2** and **Yes**.



2. Either:
   - ❒ To increase: ▶.
   - ❒ To decrease: ◀.
   - ❒ To accept: **Yes**.

3. Repeat step 2 for each adjustment that appears on the screen.

4. Finish: **Function**.

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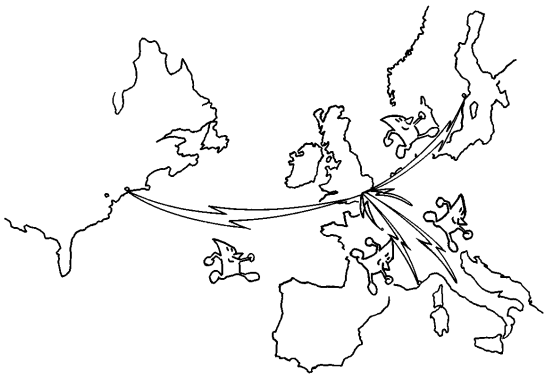
ADVANCED FEATURES

TRANSMISSION

Transfer Request

Transfer Request helps you save costs when you send the same message to more than one place in a distant area. You send your message once, to a machine referred to as a Transfer Station. In turn, this machine sends on the message to local machines (referred to as End Receivers). After the Transfer Station has broadcasted the message to all End Receivers in the sequence, it sends your machine a Transfer Result Report to tell you if these were any problems with the communication.



NOTE:
- ❒ This feature can only be used if the Transfer Station was made by the same maker as your machine.
- ❒ The ID Code of your machine must be the same as the ID Code of the Transfer Station.
- ❒ Your fax machine's telephone number must have been programmed in advance.
- ❒ The Transfer Station must have memory space available, and must be able to act as a Transfer Station (some machines cannot do this, or can but the capability has been switched off).

You cannot specify the End Receivers as full numbers on your ten-key pad, and you cannot use your own stored Speed Dials, Quick Dials, and Groups. You must use the numbers that are stored as Quick Dials, Speed Dials or Groups in the Transfer Station. Always keep a copy of the Transfer Station's Telephone Lists (Quick Dial, Speed Dial, and Group Lists) near the machine if you plan to use Transfer Request.

NOTE: This machine cannot be a Transfer Station.

Cross-reference
Quick Dial and Speed Dial: see pages 177. Groups: see page 178.
ID Code: see page 44.

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Before you can start to set up transfer request, there are some items that you have to program in your machine. These are as follows.
❒ Your Fax Machine's Own Telephone Number
❒ The ID Code

Storing your Machine's Own Telephone Number

Store your fax terminal's telephone number using this feature. If you do not do this, you will not be able to use the Transfer Request feature.

> If your fax machine's telephone number changes, do not forget to change the stored telephone number data.

1. **Function 6 2 2 2 2 6 1**.

```
INITIAL MODE   Y/NEXT▶
61 INITIAL SET
```

2. **Yes**. Make sure that the opposite display appears, then press **Yes**.

```
                Y/NEXT▶
SET OWN NUMBER
```

3. Input your fax terminal's telephone number.

```
OWN NO.        KPAD/Y/N
0111212-5551234
```

   ❒ **The format of the number must be as follows:**
   International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.
   Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

   NOTE: Use the **Pause** key to add a pause.

4. **Yes** and **Function**.

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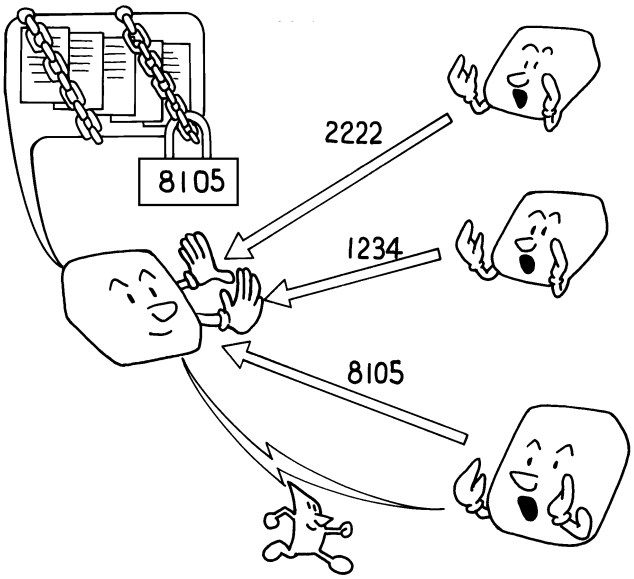
Storing the ID Code



Before programming the ID Code, confer with other users in your fax network to agree on an ID Code. This is because communications using ID Codes will fail if the codes are not the same.

The ID Code can be any four-digit code (using digits 0 to 9 and letters A to F), except 0000 and FFFF.

In addition to the networking features described in this section, ID Codes are used with the following communication features. The same code must be used by all members of your fax network and all people you wish to communicate with using these features.

❒ Polling: see page 97.
❒ Closed Network: see pages 64 and 93.

Features using ID Codes can only be used between terminals made by the same maker.

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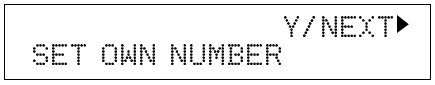
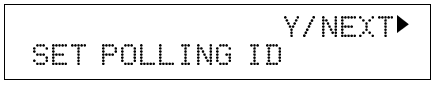
Programming the ID code

To store an ID Code, do the following.

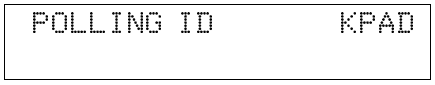
1. **Function 6 2 2 2 2 6 1** and **Yes**.



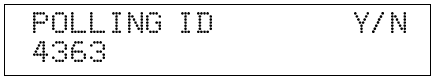
2. Press ▶ until the opposite display appears.



3. **Yes**.



4. Input the ID Code that you will be using.
   Example: **4 3 6 3**
   - ❒ Do not use 0000 or FFFF.

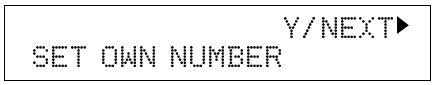


5. **Yes** and **Function**.

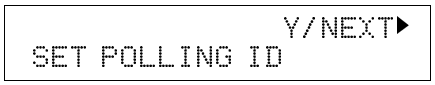
Editing the ID Code

If you want to change the ID code, do the following.

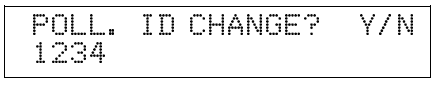
1. **Function 6 2 2 2 2 6 1** and **Yes**.



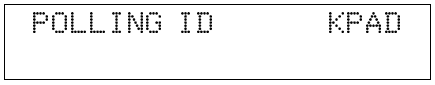
2. Press ▶ until the opposite display appears.



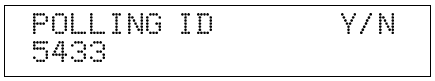
3. **Yes**.



4. **Yes** and **No**.



5. Input a new ID.
   Example: **5 4 3 3**

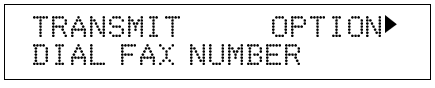


6. **Yes** and **Function**.

Making a Transfer Request

After you have stored your machine's own telephone number and ID code you can do the transfer request using the following procedure.

1. Make sure that the machine is in standby mode (see page 18).
2. Place your document in the feeder.



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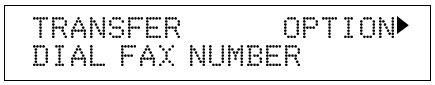
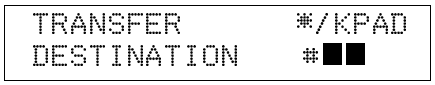
3. **Function 1 3** and **Yes**.

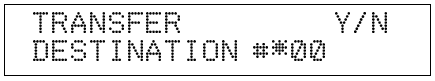


4. Input the telephone number of the Transfer Station, then press **Yes**.



   ❒ This machine must be of the same manufacturer as yours, and it must be able to act as a Transfer Station.

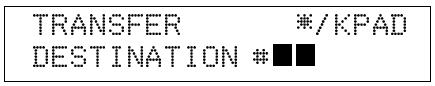
5. Input the End Receivers for this Transfer Station.
   You must use Quick Dials, Speed Dials, or Groups that are stored in the Transfer Station. There is a shorthand notation for this purpose. See the following examples:
   ❒ Quick Dial key 01: **0 1 Yes**.
   ❒ Speed Dial Code 10: ✱ **1 0 Yes**.
   ❒ Group 01: ✱ ✱ **0 1 Yes**.
   Example: Speed Dial Code 10.



NOTE: You can select one Transfer Station, and up to 30 End Receivers for this Transfer Station.

6. **Yes**.

7. Either:
   ❒ Enter more End Receivers for this Transfer Station, then go to step 5.



   ❒ Start the Transfer Request: **Start**.

NOTE: You may use some transmission options, such as Send Later.
See page 27.

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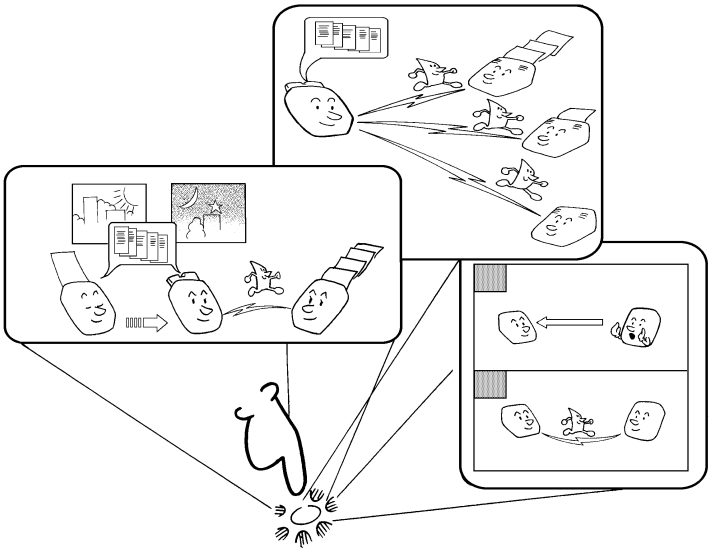
Programming Keystrokes

Overview

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive key pad operations by storing the features and destinations in a Keystroke Program.



Keystroke Programs are stored in Quick Dial keys.

- ❒ If you store a Keystroke Program into a Quick Dial key, that Quick Dial key cannot be used for any other purpose.
- ❒ Be sure to store your Keystroke Program in a vacant Quick Dial key.

Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Send Later). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key to set up the transmission.

Cross-reference	Send Later: see page 28.

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Storing a Keystroke Program

1. Make sure that the machine is in standby mode (see page 18).

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

2. Place a sheet of paper in the feeder.
   - ❒ Skip step 2 if you are making a Polling Reception program.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

3. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.
   - ❒ Contrast, resolution, and halftone cannot be stored in a keystroke program.

4. Press the Quick Dial key that you wish to store the program in.
   Example: Quick Dial key 01.
   - ❒ Make sure that this key is vacant.

```
PROGRAM              Y/N
PROGRAM?
```

5. To complete the program: **Yes**.

   NOTE: The procedure that you just stored will now begin. If you do not wish to use the procedure now, press **Stop** immediately.

Labeling a Program

If you store a label for your keystroke programs, the label will appear on the display when you use the program.

1. **Function 3 4** and **Yes**.
   If you press ▶ and **Start**, a Program List will be printed.

```
                  QUICK/◀▶
PRINT LIST◀/ SEARCH ▶
```

2. Press the Quick Dial key that holds the program that you wish to label.
   Example: **Quick Dial key 01** and **Yes**.

```
 01                   Y/N
PROGRAM LABEL?
```

3. To program a label for this program; **Yes**.

```
 01             ABC/Y/N
```

4. Input your label, using the Quick Dial keys.

```
 01             ABC Y/N
DAILY REPORT
```

? How to enter the label: see page 154.

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5. **Yes**.

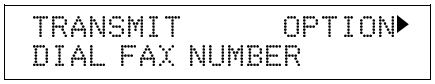
6. Either:
   - ❒ Label another program: Go to step 2.
   - ❒ Return to standby: **Function**.

Using a Program

Before using a program, make sure that the machine is in standby mode (see page 18 for details).

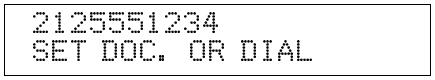
Transmission Program

1. Place your document in the feeder.
2. Press the programmed Quick Dial key.
   - ❒ The program begins at once, or at the later time specified by the program.



Free Polling Reception Program

1. Press the programmed Quick Dial key.
   - ❒ The program begins at once, or at the later time specified by the program.



Cross-reference:
Polling Reception: see page 102.

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Erasing a Program

When you wish to delete a Keystroke program, do the following.

1. **Function 3 4** and **Yes**.

```
                QUICK/◄►
PRINT LIST◄/ SEARCH ►
```

2. Press the Quick Dial key that holds the program that you wish to erase, or scroll the Quick Dials using ◄ and ►.
   Example: Quick Dial key 08.

```
 08 CHANGE?      Y/◄►
 USED AS PROGRAM
```

3. Press **Yes**.

```
 08                 Y/N
PROGRAM LABEL?
```

4. **No**.

```
 08                 Y/N
PROGRAM CLEAR?
```

5. To delete the program: **Yes**.

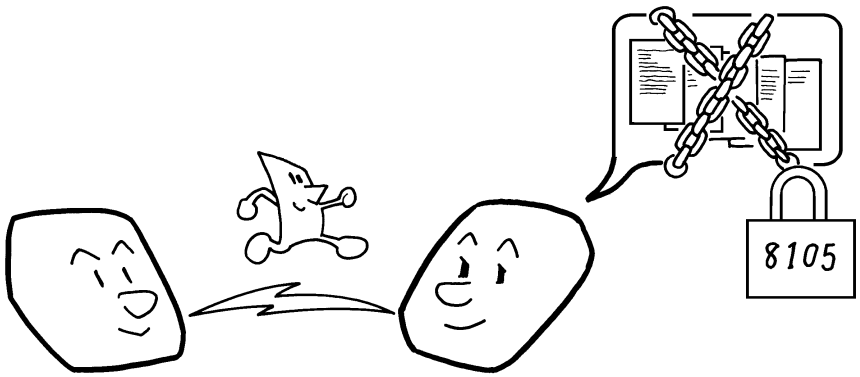
```
                QUICK/◄►
PRINT LIST◄/ SEARCH ►
```

6. Either:
   - ❒ Edit or erase another program: Go to step 2.
   - ❒ Return to standby: **Function**.

Sending Confidential Messages

Overview

This feature is called **Confidential Transmission**.
Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until an ID known as the Confidential ID is entered.



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NOTE: ❒ The machine at the other end must have enough memory space available and it must have the Confidential Reception feature.
❒ This is a proprietary feature, and as such it only functions with machines produced by the same manufacturer that have this feature.
❒ Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

There are two types of Confidential Transmission.

1. **Normal Confidential Transmission**

   The other party can print the message by entering the ID that was previously stored using the Confidential ID feature.

2. **Confidential ID Override**

   If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, don't forget to tell the intended receiver what code must be entered to print the message.

   NOTE: The receiving machine's Confidential ID is not changed by this process.

If the intended receiver has a Personal Code with a Confidential ID stored with it, you can override the receiving machine's ID with that Confidential ID. Then:
❒ The receiver can print the message by inputting the Confidential ID that is stored with that person's Personal Code.
❒ The intended receiver will also be informed personally by a Confidential File Report; this report will have the name of the receiver on it, if the name was stored with the Personal Code.

Cross-references

Confidential ID: see page 70.
Confidential File Report: see page 118.
Confidential Reception: see page 69.
Personal Codes: see page 56.
TCR: see page 117.

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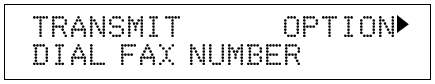
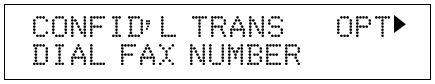
Procedure

To set up a confidential transmission, do the following.

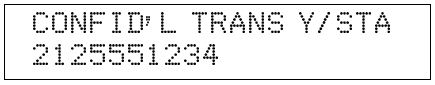
1. Place your document in the feeder.

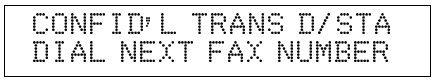


2. **Function 1 2** and **Yes**.



3. Dial then press **Yes**.





4. Either:
   - ❒ Dial another number: Go to step 3.
   - ❒ Press **Start**.

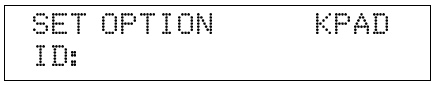
Confidential ID Override Option

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

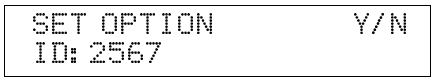
If OPTION ▶ is displayed:

1. Press ▶ until the opposite display appears.

2. **Yes**.



3. Enter the Confidential ID that you wish to use for this message.
   Example: **2 5 6 7** on the ten keypad and press **Yes**.



4. Dial and press **Start**.

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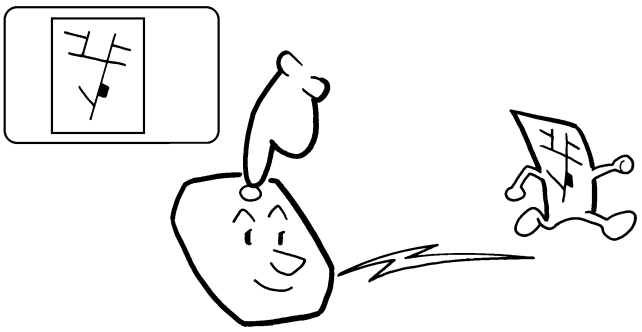
Storing an Often Used Document (Auto Document)

Overview



If you often find that you have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in the memory as an Auto Document, using a Quick Dial key.

This feature is called **Auto Document**.
Then, when you need to send that page to somebody, press the Quick Dial key that you stored it in, place any other pages that you wish to send into the feeder, dial, and press Start. At the other end, the Auto Document will be printed first.

You can also program a destination for each Auto Document into the same Quick Dial key.

Storing an Auto Document

1. Take the document that you want to be an Auto Document and place it into the feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

2. **Function 3 5** and **Yes**.

```
              QUICK/◀▶
PRINT LIST◀/SEARCH
```

3. Press the Quick Dial key that you wish to store the Auto Document in.
   Example: Quick Dial key 08.

```
 08 PROGRAM?     Y/◀▶
```

4. **Yes**.

```
 08                Y/N
PROG. AUTO DOCUMENT?
```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5. **Yes**.
   The document is scanned.

6. Either:
   If you label this document: **Yes**.
   If no: **No** and go to step 9.

```
 08           ABC
```

7. Input a label using the Quick Dial keys.

```
 08           ABC Y/N
OFFICE LOCATION MAP
```

8. **Yes**.

```
                QUICK/◄ ►
PRINT LIST◄/SEARCH►
```

9. Either:
   - ❒ Program another Auto Document; place the document that you want to be an Auto Document and go to step 3.
   - ❒ Finish: **Function**.

NOTE:

You can program a Quick Dial number and an Auto Document in the same Quick Dial key. If you program the key as a Quick Dial before programming the Auto Document, the display below will appear in step 3. If you press the Yes key, whenever you press the Quick Dial key the Auto Document will be attached to that transmission.

```
 08  PROGRAM?   Y/◄►
   USED AS DIAL
```

Using an Auto Document

1. Make sure that the machine is in standby mode (see page 18).

2. If you wish to attach a fax message to your Auto Document, place the fax face down into the feeder.

```
TRANSMIT      OPTION ►
DIAL FAX NUMBER
```

3. Press the Quick Dial key that contains the Auto Document that you need.
   Example: Quick Dial key 08.

```
TRANSMIT OPTION ►
OFFICE LOCATION MAP
```

4. Dial the destination(s), and press **Yes**.

```
TRANSMIT   DIAL/START
DIAL NEXT FAX NUMBER
```


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5. Either:
   - ❒ Dial another number: go to step 4.
   - ❒ No more destinations: press **Start**.

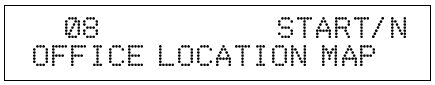
NOTE: If you send the message to more than one location, and you enter the Quick Dial key which contains the Auto Document, it will be attached to all destinations.

Printing the Contents of an Auto Document

If you need to remind yourself of what one of your stored Auto Documents looks like, do the following procedure.

1. **Function 5 3** and **Yes**.

2. Press the Quick Dial key that holds the Auto Document that you wish to see. Example: Quick Dial key 08 and **Yes**.



3. **Start**.

Erasing an Auto Document

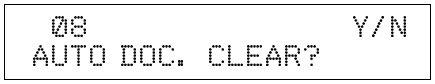
If you wish to delete an Auto Document, do the following.

1. **Function 3 5** and **Yes**.

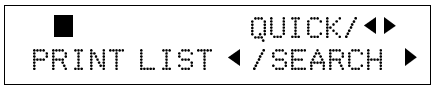
2. Press the Quick Dial key that contains the Auto Document that you wish to erase. Example: Quick Dial key 08.

3. **Yes**.

4. **No**.



5. To erase the Auto Document: **Yes**.



6. Either:
   - ❒ Erase another Auto Document: Go to step 2.
   - ❒ Return to standby mode: **Function**.

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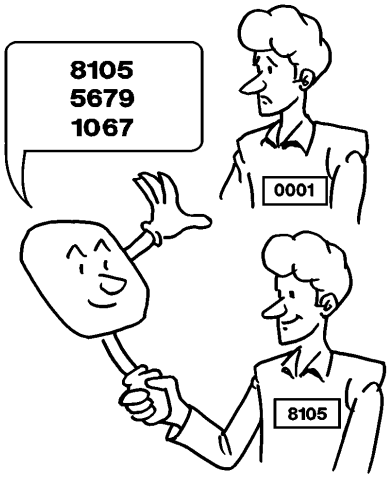
Restricting Access to the Machine

Overview



When your machine arrives from the factory and is installed for the first time, anybody can use it. However, using a system of Personal Codes, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

❒ Programming the Personal Codes: see page 56.
❒ Switching Restricted Access On: see page 59.

Programming the Personal Codes

The main advantage of Personal Codes is that they allow you to track machine usage and restrict access to the machine. If you do not wish to restrict access to the machine, you can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

The Personal Code is a four digit code. It can have any value from 0001 to 9999.

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Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

- ❒ A name: This will be printed on reports, such as the TCR, to identify the users of the machine.
- ❒ A Confidential ID: This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.
  You can only store Confidential ID's if you have an optional feature expander.

NOTE: You cannot register more than 30 Personal Codes with Names and Confidential ID's in this machine. This means that if you switch Restricted Access on, only 30 people can use the machine.

Cross-references
Using Personal Codes: see pages 27, 51, 59, and 71.
TCR: see page 117.
Confidential File Report: see page 118.
Confidential ID: see page 70.
Confidential Reception: see page 69.

Storing a Personal Code

1. **Function 6 2 2 2 2 7 2** and **Yes**.

   ```
   SETTING?          Y/◄ ►
   PRINT LIST◄ /SEARCH ►
   ```

2. **Yes**.

   ```
   PERS. CODE    KPAD/◄►
   ```

3. Input a Personal Code that you want to store in your machine for later use.
   Example: **5 4 7 7** from the ten keypad.
   - ❒ If you input the wrong code, press **No**.

   ```
   PERS. CODE       Y/N
   5477
   ```

4. Store the code: **Yes**.

   ```
   PERSONAL CODE    Y/N
   PROGRAM LABEL?
   ```

5. Either:
   - ❒ **Yes** to store the label for this personal code.

     ```
     PERSONAL    ABC
     ```

   - ❒ If you do not program for this personal code**; No** and go to step 8.

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6. Input a name for this Personal Code using the Quick Dial keys or the ten key-pad.
   Example: JOHNSON

   How to enter the label; see page 154.

   ❒ If you so not wish to store an ID: **No**. Go to step 8.

```
PERSONAL     ABC  Y/N
JOHNSON
```

7. Store the name: **Yes**.
   Either:

   ❒ If you do not have an optional feature expander, go to step 8.
   ❒ If you want to program the Confidential ID for this user: Press **Yes**. And input a Confidential ID for the personal code used by this user. Then press **Yes**.

```
PERSONAL CODE  KPAD/◄►
```

8. Either:
   ❒ Enter another code: Go to step 3.
   ❒ Finish: **Function**.

Editing or Erasing a Personal Code

1. **Function 6 2 2 2 2 7 2** and **Yes**.

```
SETTING?            Y/◄
PRINT LIST◄/SEARCH ►
```

2. Scroll through the personal codes using ►.

```
PERSONAL CHANGE?  Y/N
5474
```

3. **Yes**.

```
PERSONAL CODE     Y/N
5474
```

4. Either:
   ❒ Erase this Personal Code: **No** and **Yes**. Go back to step 2.
   ❒ Edit the contents of this code: **Yes**. Go to step 5.

```
PERSONAL          Y/N
PROGRAM LABEL?
```

5. Either:
   ❒ If you edit the label; **Yes** and go to step 6.

```
LABEL CHANGE?     Y/N
MARY
```

   ❒ If you don't edit the label; **No** and go to step 2 to edit another personal code.

6. Edit the name stored with this code. When the name is correct, press **Yes**.

```
PERSONAL CODE     Y/N
SET CONFIDENTIAL ID
```


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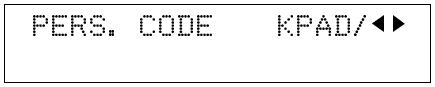
7. Either:
   - ❒ If you do not have an optional feature expander, go to step 8.
   - ❒ Edit the Confidential ID stored with this code; press **Yes** then input the ID.
     When the ID is correct, press **Yes**.



8. Either:
   - ❒ Enter or edit another code: Go to step 2.
   - ❒ Finish: **Function**.

Switching Restricted Access On

Restricted Access allows you to keep a closer track of machine usage, and deters passers-by from casually using your machine.

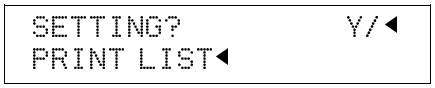
If this feature is switched on, users have to enter their Personal Code before they can use the machine. The Personal Code must have already been stored in the machine.

However, the user can enter codes directly at the key pad. Therefore, if you are serious about using this feature to stop casual users from operating the machine, you must allocate relatively obscure codes to all authorized users, and try to avoid obvious numbers such as 0001.

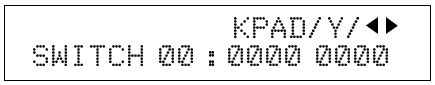
To switch Restricted Access on or off, do the following:

If you wish to switch Restricted Access on or off, do the following procedure. (See page 156 if you need more information about the User Parameter settings adjustment procedure).

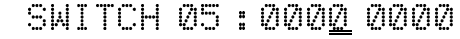
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.



Digit 4 (Double underlined)

4. Press ► until the settings for switch 05 are shown.
   The setting that you need to change is digit 4.

Digit	Purpose		
4	Restricted Access	0: Off	1: On

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5. If you wish to change the setting, press **4** on the ten keypad.
6. Finish: **Yes** and **Function**.

Operating the Machine with Restricted Access Switched On

If you have switched Restricted Access on, the display is as shown below when the machine is in standby mode.

Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 56 for how to store Personal Codes.

```
READY    100% 10:00AM
PERSONAL CODE:
```

1. Enter your personal code.
   Example: **7 3 6 2** from the ten keypad.
2. Press **Yes**. After a second, the normal standby display will appear, and you can use the machine. If the normal standby display does not appear, you entered a personal code that is not stored in the machine.

If you decide that you do not wish to use the machine now, you should return the machine to Restricted Access standby mode. To do this, either:

❒ Insert a page into the document feeder and remove it immediately.
Press **Function** twice.

Tonal Signals

Some organizations offer you special services by telephone, which you can access by transmitting Touch Tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services.

First, dial the other party. When you are through to the other end, press the tone dial key and enter the code number that is needed to access the required feature at the other terminal.

You do not need to press the tone dial key if your machine is set up for dialing in Tone Dial (DTMF) mode.

Before you can use this feature, you must program **Quick Dial key 31** as the Tone key.

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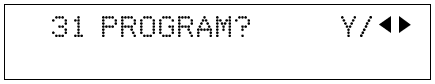
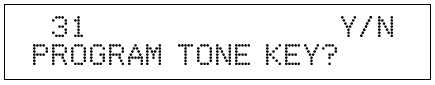
Program the Tone Key

1. **Function 3 1** and **Yes**.

2. Press the **Quick Dial key 31**.



3. **Yes**.



4. **Yes**. The Quick Dial key 31 is programmed as the Tone key.

Operating the Tone Key

1. Make sure that the machine is in standby mode, and that there is no document in the feeder.
2. Pick up the telephone handset, or press **On Hook Dial**.
3. Dial the remote facility. Do not press **Start**.
4. After your line is connected to the remote facility, do the following:
   - ❒ If your telephone line type is DTMF (Tone Dial): Go to step 5.
   - ❒ If your telephone line type is Pulse Dial: Press **Quick Dial key 31**. A dot appears on the display.
5. Input the digits that you need to use the remote facility. These digits will depend on the remote facility.
   NOTE: Do not press **Start**.
6. After you have finished your business with the remote facility, hang up.

Cross-reference
Tone Dial (Telephone Line Type): see page 176.

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Storing Part of a Number

This feature is called **Chain Dialing**.
It allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial keys or Speed Dial codes, and some of which may be input at the key pad.

For example, you can program commonly used area or country codes into Speed Dial codes or Quick Dial keys.

This feature is convenient if:

- ❒ You often communicate with many terminals for which the area code, or international code is the same.
- ❒ You often make international calls.
  For example, if you often call Tokyo, Japan, program 011813 (Overseas to Tokyo from the USA) as Quick Dial key 01. This will save work at the operation panel when dialing a Tokyo number.
- ❒ Your PBX requires an ID code before the destination number.
  For example, if your ID is 1234567, and the destination is stored in Quick Dial key 01, enter 1234567 at the key pad, press Pause, then press Quick Dial key 01.

NOTE: Do not store any labels with the Quick Dials and Speed Dials that you are using with Chain Dialing.

Cross-reference
Quick Dial and Speed Dial: see page 177.

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Example: 01133-1-5553333 (From the USA to Paris).

Assuming that the following Quick Dial and Speed Dial numbers have already been programmed:
❒ Quick Dial 01 = 01133 (Overseas to France)
❒ Quick Dial 02 = 1 (Paris)
❒ Speed Dial 10 = 555

When the machine asks you to dial:

On Hook Dial or Handset Mode:
Press the **Quick Dial key 01**, next press the **Quick Dial key 02**. Then press the **Speed Dial key** and **1** then **0** using the ten keypad. After press **3**, **3**, **3**, **3** using the ten keypad.

Other:
Press the **Quick Dial key 01** and **Pause**, **Quick Diak key 02** and **Pause**, then press the **Speed Dial key** and **1** then **0** using the ten keypad and then the **Pause**. After that press **3**, **3**, **3**, **3** using the ten keypad.

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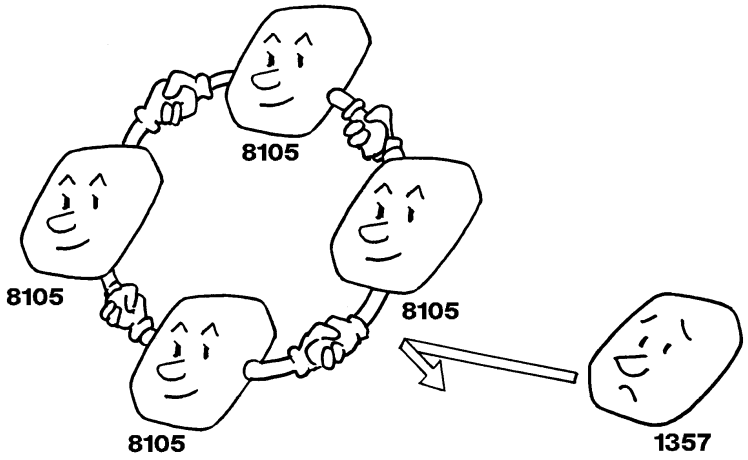
Closed Network (Transmission)

This feature helps avoid accidentally sending a fax message to a terminal that is outside your fax network.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.



1. Press **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?              Y/◀
PRINT LIST◀
```

2. **Yes**.

```
                   KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 06 are shown. The setting that you need to change is digit 2.

```
SWITCH 06 : 0000 0100
```

Digit 2 (Double underlined)
0: Off
1: On

4. If you wish to change the setting, press **2** of the ten keypad.
5. Finish: **Yes** and **Function**.

NOTE: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

Cross-references
ID Code: see page 44 .
Closed Network (Reception): see page 93.

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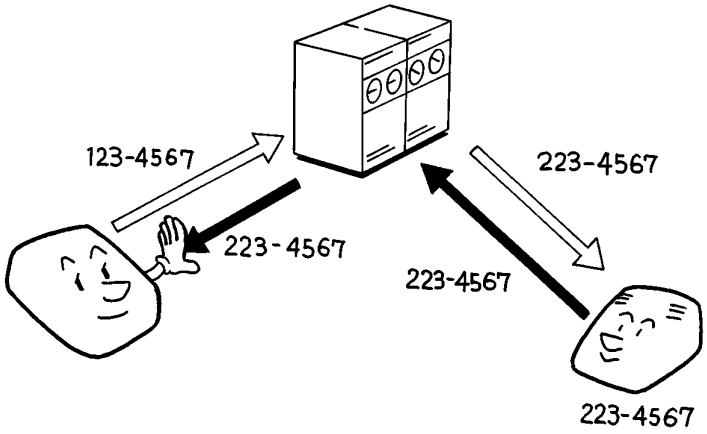
Preventing Transfer to a Wrong Connections

This feature prevents the automatic switching equipment in the telephone network from accidentally connecting you to the wrong fax terminal.

However, it does not help you if you dialed the wrong number yourself. So, even if this feature is switched on, you should still check your operation panel display to check whether you have reached the correct terminal, and be ready to press Stop if the wrong terminal's RTI or CSI is displayed.



Your machine compares the number that you dialed with the CSI received from the other end. (Only the last 8 digits are checked, and spaces and pauses in the telephone number are ignored.) If the CSI is not the same as the telephone number, the transmission is stopped.

This feature has to be switched on by a service technician.

NOTE: If you cannot send a message to a certain location using this feature, contact the other end and make sure that they have stored their CSI correctly. (If the other party is using a machine made by another maker, they may not be familiar with the term CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.)

Cross-references
CSI: see pages 173 and 175.

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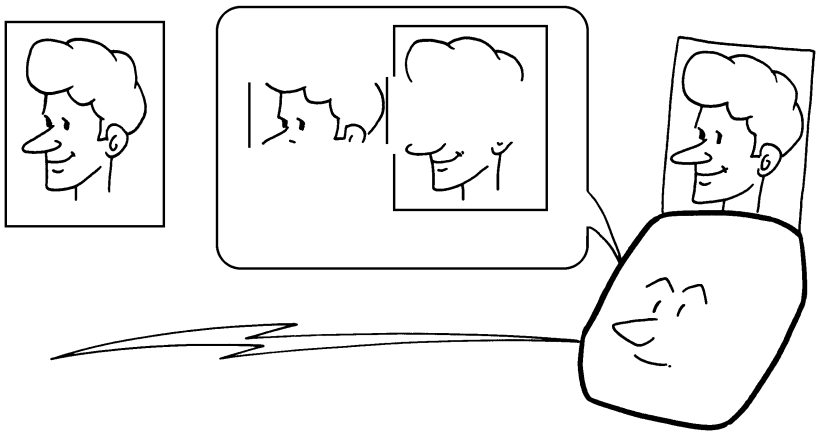
ECM (Error Correction Mode) and Page Retransmission



ECM is a signaling system that greatly reduces the chance of data being lost because of a bad telephone line. ECM is useful if you frequently communicate over poor telephone lines.

With ECM switched on, the communication cost will increase if the line is bad, but the data will be sent much more reliably.

If ECM is switched off, Page Retransmission will be used. The whole page will be resent (unless you used Immediate Transmission, in which case damaged data cannot be resent at all). ECM is more efficient, because it only resends the damaged parts of the data, and the maximum possible number of retransmission attempts is much higher, and it also works with Immediate Transmission.

If you prefer reliable communication over communication costs, keep ECM switched on. If you however prefer to be cost effective, ask the service technician to switch ECM off.

Pages can be sent up to 3 times before the machine gives up. If you wish to change the number of retries, contact a service technician.

ECM is switched on in your machine when it leaves the factory, to provide you with the ability to send accurate and complete documents as reliably as possible.

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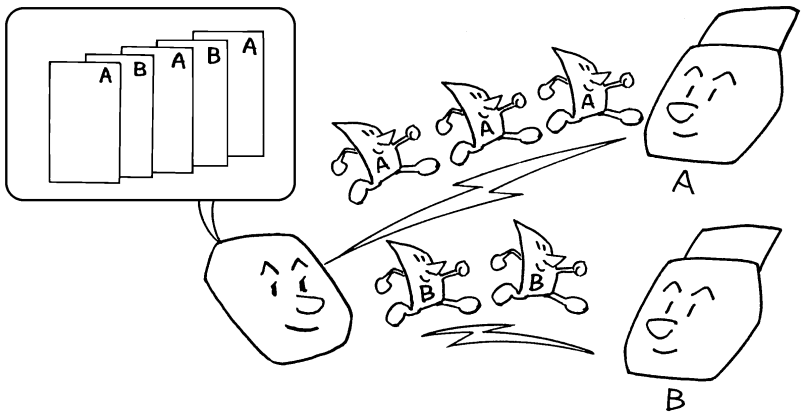
Batch Transmission (Feature Expander Required)

Overview

This feature will save communication costs if you often send more than one message to the same location.



Example:
If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Keystroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. In the example shown in the diagram above, you have set up two batches; one is for destination A and one is for destination B. In another example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

NOTE: You can have up to 35 fax messages in the same batch.
Messages using Confidential Transmission cannot be put into a batch.

Cross-reference
Send Later: see page 28.

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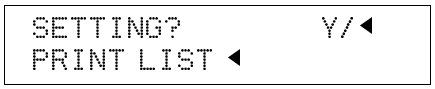
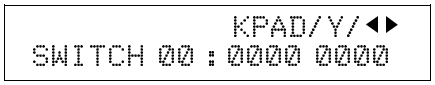
Turning the Batch Transmission On/Off

In a new machine, this setting is "Off". If you wish to change this it, use the following procedure. (See page 156 if you need more information about the User Parameter settings adjustment procedure).

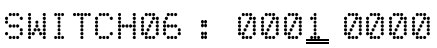
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.
4. Press ▶ until the settings for switch 06 are shown.
   The setting that you need to change is digit 4.



Digit 4 (Double underlined)
0: Batch Transmision off
1: Batch Transmission on

5. If you wish to change the setting, press **4** of the ten keypad.
6. Finish: **Yes** and **Function**.

Well Log Transmission

Using this feature, you can transmit a document that is longer than the maximum limit, without having to cut it up into separate sheets. However, you must contact a service technician to have this feature switched on. The name of this feature is taken from oil well borehole surveying. A well log is a vertical profile of a borehole, drawn to scale, showing important data. A well log can be several yards long.

Caution
If this feature is switched on permanently, users must stay by the machine while their documents are being scanned. This is because, if the document jams, the machine may take much longer than usual to recognize the jam; this could result in excessive wear and tear of the mechanical components of the scanner.
If a jam does occur, press the Stop key immediately.

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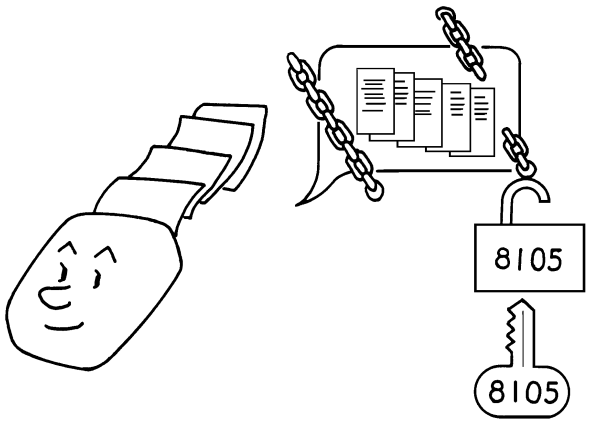
RECEPTION

Receiving Confidential Messages (Feature Expander Required)

Overview

This feature is called **Confidential Reception**.
If the other party sent you a message using Confidential Transmission, the message is stored in the memory, and not printed. The "Receive File" indicator on the operation panel blinks to inform you when a confidential message has come in. Also, if you have switched Confidential File Report on, the machine will print a report whenever a confidential message comes in.

There is no need to do anything immediately. When you want to print the message, input the Confidential ID using Function 54 described in this section.



NOTE:
- ❒ For this feature to work properly, you must have stored a Confidential ID in advance.
- ❒ If the machine's Confidential ID does not have any effect, contact the sender and check whether they used Confidential ID Override to override your ID. Print the TCR to find out who the sender is, if necessary.
- ❒ If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

Cross-references
Confidential ID: see page 70.
Confidential File Report: see page 118.
Confidential Transmission: see page 50.
Confidential ID Override: see page 51.
TCR: see page 117.
User Parameter List: see page 125.

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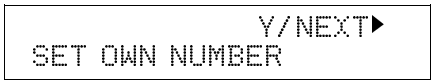
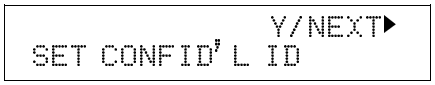
Storing a Confidential ID

This can be any four-digit code (using digits 0 to 9). It must be used to print any confidential messages that your machine has received.

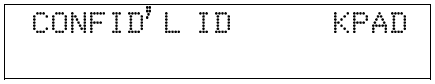
1. **Function 6 2 2 2 2 6 1** and **Yes**.



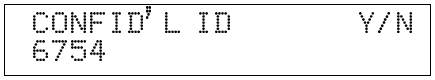
2. Press ▶ until the screen is as shown opposite.



3. **Yes**.



4. Input the Confidential ID that you will be using.
   Example: **6 7 5 4** from the ten keypad.

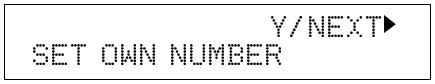


5. **Yes** and **Function**.

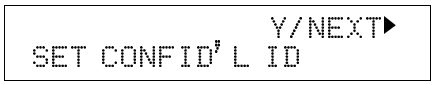
If you do not store a Confidential ID, you will not be able to receive confidential messages.

Editing the Confidential ID

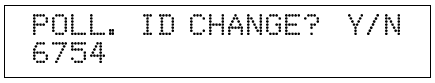
1. **Function 6 2 2 2 2 6 1** and **Yes**.



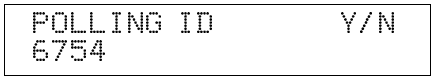
2. Press ▶ until the screen is as shown opposite.



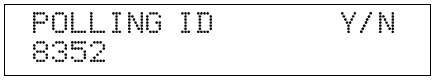
3. **Yes**.



4. **Yes**.



5. **No** and input a new confidential ID code.
   Example: 8352.



6. **Yes** and **Function**.

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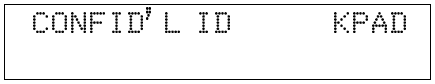
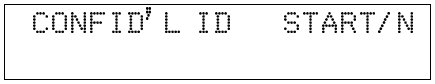
Printing a Confidential Fax Message

If the Receive File indicator is blinking, do the following to print the message.

1. **Function 5 4** and **Yes**.



2. Input the ID.
   Example: **6 7 5 4** from the ten keypad.
   If you cannot output a confidential file with this ID, you have input the wrong ID or the sender may have over-ridden your ID.
   Contact your sender.



3. **Start**.

NOTE: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.
To print the message which is Memory Locked, see page 75.

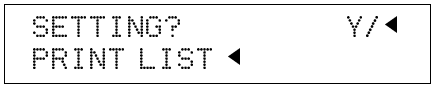
Confidential File Report

This report informs you when a confidential message has been received.

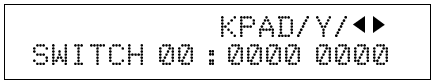
You can store a separate Confidential ID with each of the Personal Codes. If the sender of the message uses Confidential ID Override, the sender can specify one of these IDs. If so, the Confidential File Report will contain the name stored with that Personal Code, drawing the attention of the intended receiver to the confidential message.

You can switch this report on or off using Function 63. In a new machine, it is switched on at the factory.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

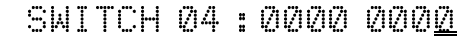


2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.

4. Press ▶ until the settings for switch 04 are shown.
   The setting you need to change is digit 0.



Digit 0 (Double underlined)
0: Confidential file report is switched off.
1: Confidential file report is switched on.

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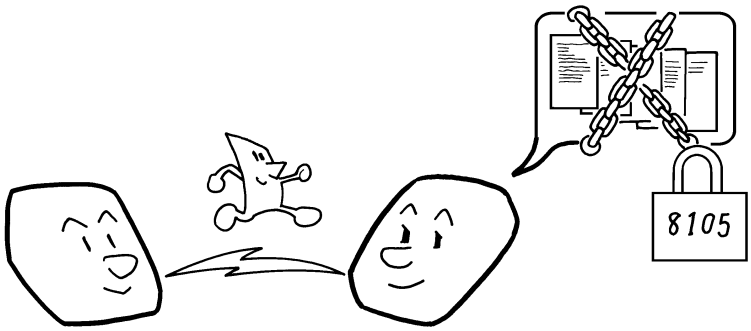
5. If you wish to change the setting press **0**.
6. Finish: **Yes** and **Function**.

Cross-reference
Personal Codes: see page 56.

If you wish, you can prevent unidentified senders from sending you confidential messages.
See page 76.

Locking Incoming Messages (Memory Lock)

Overview



If Memory Lock is switched on, the machine will not print any incoming fax messages. They will be kept in memory until you enter the Memory Lock ID that you previously stored in the machine. Messages received by Confidential Reception will not be printed when you input the Memory Lock ID.

To use Memory Lock, you must first:
❒ Store a Memory Lock ID. (Function 61)
❒ Switch Memory Lock on. (Function 62)

To make Memory Lock more versatile you may choose to receive messages from select locations into memory or execlude certain select locations from coming into memory. You may:
❒ Specify the senders whose messages you want to be lock in memory (Special Terminal). Do this by programming the RTI's or CSI's of these senders (Function 81)
❒ Select the messages to store in memory (Function 63):
a) Only messages from Special Terminals.
b) All messages except those from Special Terminals.

Cross-reference Confidential Reception: see page 69.

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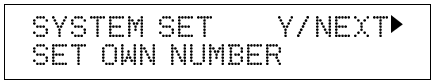
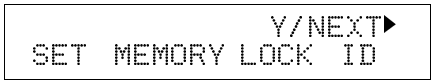
Storing a Memory Lock ID

This can be any four-digit code (using digits 0 to 9), except 0000.

1. **Function 6 2 2 2 2 6 1** and **Yes**.



2. Press ▶ until the screen is as shown opposite.



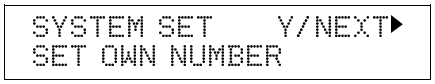
3. **Yes**.

4. Input the Memory Lock ID that you will be using.
   Example: **6 7 5 4** from the ten keypad.

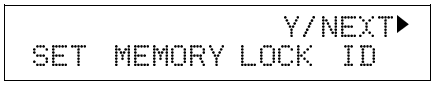
5. Store the ID: **Yes** and **Function**.

Editing the Memory Lock ID

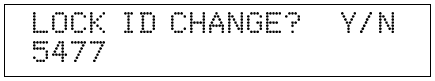
1. **Function 6 2 2 2 2 6 1** and **Yes**.



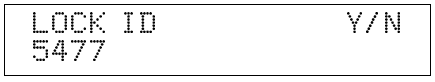
2. Press ▶ until the screen is as shown opposite.



3. **Yes**.



4. **Yes**.



5. **No** and input a new number.

6. Yes and **Function**.

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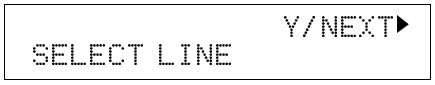
Switching Memory Lock On/Off

Before you can use Memory Lock, you have to switch it on using Function 62.

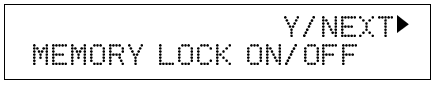
After you switch Memory Lock on, (MEMORY LOCK) will appear on the display when the machine is in standby mode.

NOTE: If you switch Memory Lock on, Forwarding will be automatically disabled.

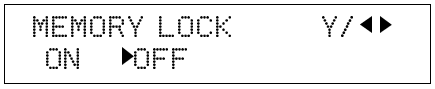
1. **Function 6 2 2 2 2 6 2** and **Yes**.



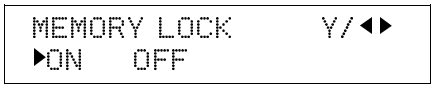
2. Scroll through the features with ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.



5. Finsh: **Yes** and **Function**.

If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See page 76.

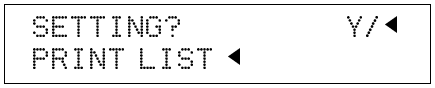
Programming Special Terminals for Memory Lock

If you would like to receive information from only select locations into Memory Lock, you can program the RTI codes or CSI codes of those locations. A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI or a CSI. When you specify the senders for Memory Lock, you must program a list of these codes. Program the list using Function 81 called "Special Terminal" (see page 94).

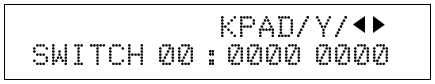
Selecting Which Messages to Lock in Memory

You have to select either to:
❒ Only Lock messages from Special Terminals.
❒ Lock all messages except those from Special Terminals.

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   At this time, you can print a User Parameter List if you press ◀ and **Start**.



2. **Yes**.



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3. The settings for switch 00 are now shown on the bottom line of the display.
4. Press ▶ until the settings for switch 09 are shown.

```
                KPAD/Y/◀▶
SWITCH 09 : 0000 0000
```

5. The setting that you need to change is that for digit 1 (double underlined). Set as shown opposite.

If you want to lock messages in memory only from special terminals:

SWITCH 09 : 0000 0001

If you want to lock all incoming messages, except those from special terminals:

SWITCH 09 : 0000 0011

6. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Memory Lock on/off (Function 62)	Switch 09 Digit 7 (Function 63)	Result
Empty	On	×	All messages are locked in memory.
Empty/Not empty	Off	×	No messages are locked in memory.
Not empty	On	0	Only messages from special terminals are locked in memory.
Not empty	On	1	All messages are locked in memory **except** those from special terminals.

Printing a Memory-Locked Message

If the Receive File indicator is blinking, a message has been stored using Memory Lock. Print it using the following procedure.

1. **Function 5 5** and **Yes**.

```
LOCK ID              KPAD
■■■■
```

2. Input the Memory Lock ID.
   Example: **4 6 3 3** from the ten keypad.

```
LOCK ID          START/N
4633
```

3. **Start**.

NOTE: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.
To print the message using the Confidential Reception, see page 69.

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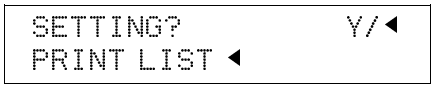
Rejection of Messages from Unidentified Senders

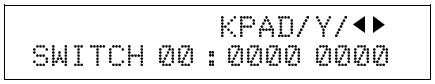
If you wish, you can make the machine reject incoming messages that require storage to your machine's memory, if they are not accompanied with an identifier such as the RTI or CSI. Features that would be affected are Substitute Reception, Memory Lock, and Confidential Reception, Forwarding, and Action as a Transfer Station.

The procedure is as follows (see page 156 if you need more information about the User Parameter settings adjustment procedure).

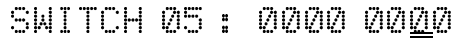
1. **Function 6 2 2 2 2 6 3** and **Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◀ and **Start**.



2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 05 are shown.
   The setting that you need to change is that for digit 1.



Digit 1 (Double underlined)
0: Messages are not rejected.
1: Messages are rejected.

4. If you wish to change the setting, press **1** on the ten keypad.
5. Finish: **Yes** and **Function**.

Cross-references

Substitute Reception: see page 36.
Memory Lock: see page 72.
Confidential Reception: see page 69.
Forwarding: see page 80.

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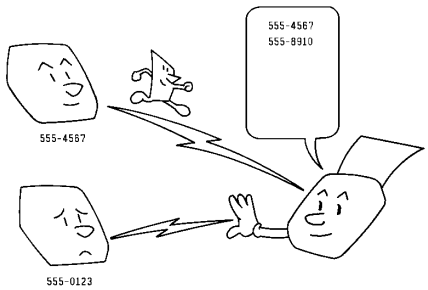
Authorized Reception

Overview

This feature helps you to reject junk fax mail. It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.



To authorize reception from a particular sender:

❒ Switch Authorized Reception on. (Function 62)

❒ Specify the senders whose messages you want to shut out (Function 81). Do this by programming the RTI's or CSI's as Special Terminals. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a TCR and read off the RTI/CSI.)
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.

❒ Select whether to accept: (Function 63)
a) Only Messages from Special Terminals.
b) All Messages except those from Special Terminals.

If the RTI/CSI is not the same as any of those that you have programmed into this feature, the message will not be accepted.

The number of RTI/CSI's that you can store for use with this feature is limited to 30. However, you can use Wild Cards to extend the number of RTI/CSI's that you can specify.

NOTE: If you turn Authorized Reception on and you do not program any Special Terminals, your machine will not accept any messages.
If one of the Special Terminals changes their RTI/CSI, you have to change the stored RTI/CSI also. Otherwise, your machine cannot identify the sender as a Special Terminal. So, you will not be able to accept any more messages from that sender any more under the current machine setting.

Cross-references
RTI and CSI: see page 173.
Wild Cards: see page 86.
TCR: see page 117.

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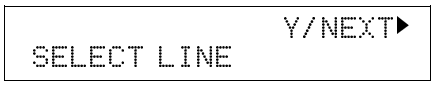
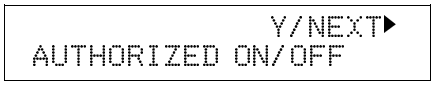
Switching Authorized Reception On/Off

Before you use Authorized Reception, you have to switch it on using Function 62. If it is switched off, the machine will accept any incoming fax message.

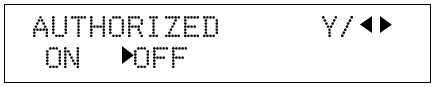
1. **Function 6 2 2 2 2 6 2** and **Yes**.



2. Scroll through the list of features with ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.
5. Finish: **Yes** and **Function**.

Programming the Special Terminals for Authorized Reception

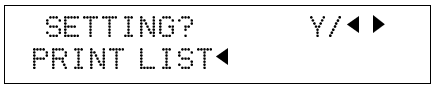
A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI code or a CSI code. When you specify the senders for memory lock, you must program a list of these codes. Program the list using Function 81 called "Special Terminal" (see page 94).

Selecting Whether to Accept or Reject Messages from Special Terminals

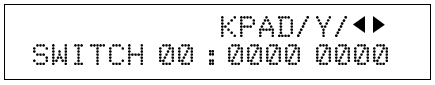
You can select either to:

- ❒ Only accept messages from Special Terminals (i.e. reject all others).
- ❒ Accept all messages except those from Special Terminals (i.e. reject Special Terminals).

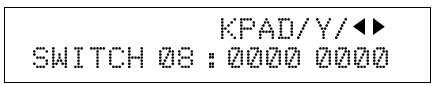
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 08 are shown.
   The setting that you need to change is digit 3 (double underlined).



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4. Set as shown opposite.
   Press **3** on the ten keypad to change the setting of digit 3.

If you only want to accept incoming messages from the Special Terminals:

```
SWITCH 08 : 0000 0100
```

If you want to accept all incoming messages except those from the Special Terminals:

```
SWITCH 08 : 0000 1100
```

5. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Authorized Reception on/off (Function 62)	Switch 08 Digit T3 (Function 63)	Result
Empty	On	X	No messages are received.
Empty/Not empty	Off	X	All messages are received.
Not empty	On	0	Only messages from Special Terminals are accepted.
Not empty	On	1	All messages are accepted **except** those from Special Terminals.

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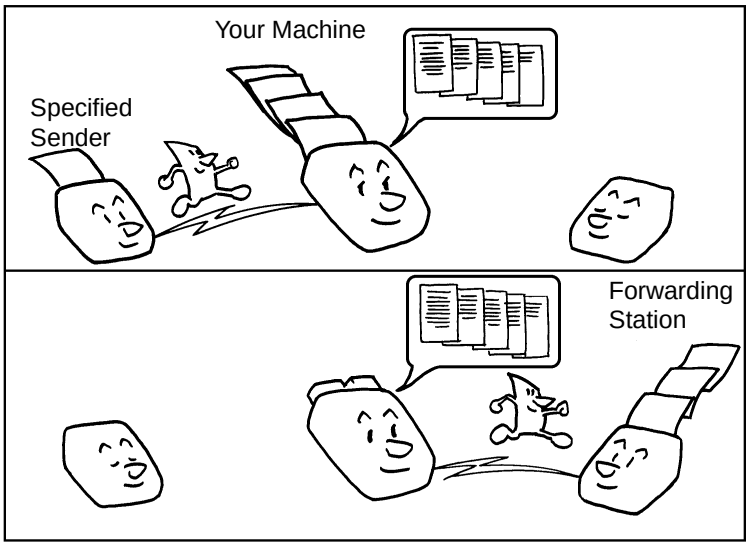
Forwarding (Feature Expander Required)

Overview

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called "Forwarding Terminals".

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.



To set up Forwarding, program your machine as follows:

- ❒ Switch Forwarding on (Function 62).
- ❒ Program the phone numbers of the Forwarding Terminals that you will pass on messages to, together with the list of specified senders for each number. (Function 82)
- ❒ Specify the senders whose messages you want to forward. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a TCR and read off the RTI/CSI.)
  If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes. (Function 87)
- ❒ Select the messages to forward (Function 63):
  a) All messages from specified senders.
  b) All messages except those from specified senders.
- ❒ Decide whether you want your machine to automatically print messages that it forwards (Function 63).
- ❒ Select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the print out.

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If the RTI/CSI of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

Cross-references
RTI and CSI: see page 173. Wild Cards: see page 86.
TCR: see page 117.

Programming the Forwarding Feature

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

1. **Function 6 2 2 2 2 8 2** and **Yes**.
   To print a list, press ▶.

```
SETTING?          Y/◀ ▶
PRINT LIST ◀ /SEARCH ▶
```

2. **Yes**.

```
FORWARD       KPAD/◀▶
```

3. Store a forwarding station number.
   Example: **2 1 2 5 5 5 1 2 3 4**
   If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine. Press **Yes**.

```
FORWARD    KPAD/Y/N
2125551234
```

4. Either:
   - ❒ If you wish **all** incoming messages to be forwarded to this station: **No**. Do not store any RTIs/CSIs for it.
   - ❒ If you only wish messages from certain senders to be forwarded to this station:
     Input their RTI's or CSI's (messages from senders other than these will not be forwarded to this station): **Yes** and go to step 5.

```
FORWARD             Y/N
SET RTI/  CSI?
```

```
RTI/CSI         ABC Y/N
```

5. Type in an RTI or CSI.

```
RTI/CSI         ABC Y/N
XYZ COMPANY
```

? For how to enter characters, see page 154.

6. **Yes**.

```
RTI/CSI             Y/N
STORE AS WILD CARD?
```

7. Either:
   - ❒ Store this RTI as a wild card: **Yes**.
   - ❒ Otherwise: **No**.

```
FORWARD             Y/N
SET RTI/  CSI?
```


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8. Either:
   - ❒ If you want to store another RTI/CSI, press **Yes** and go to step 5.
   - ❒ Otherwise: **No** and go to step 9.
9. Either:
   - ❒ Store another forwarding station; go to step 3.
   - ❒ Finish: **Function**.

```
FORWARD        KPAD/◄►
```

Editing or Deleting the Forwarding Feature

1. **Function 6 2 2 2 2 8 2** and **Yes**.

```
SETTING?              Y/◄►
 PRINT LIST ◄
```

2. Press ► until the forwarding station number you wish to edit appears. Then press **Yes**.

```
FORWARD          KPAD/Y/N
2125551234
```

3. Either:
   - ❒ Erase this forwarding station's number and all RTI's/CSI's stored with it:
     Press **No**, then **Yes** to erase. Then press **Function**.

```
FORWARD               Y/N
SET RTI/  CSI?
```

   - ❒ If you change the forwarding station's telephone number; Edit this forwarding station's telephone number and press **Yes**. Then go to step 4.

```
FORWARD          KPAD/Y/N
2125552234
```

   - ❒ If this forwarding station's telephone number is correct: **Yes**. Go to step 4.

```
FORWARD               Y/N
SET RTI/CSI?
```

4. Either:
   - ❒ If you want to change the RTI/CSI; **Yes** and go to step 5.
   - ❒ If you don't want to change the RTI/CSI: **No** and go to step 2 to edit another forwarding number. (If you have finished editing, press **Function**.)

```
RTI/CSI           ABC ◄►
```

5. Either:
   - ❒ To add RTIs/CSIs to this number: Input an RTI/CSI and press **Yes**. Then go to step 7.

```
RTI/CSI       ABC  Y/N
XYZ COMPANY
```


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❒ To edit RTI's/CSI's allocated to this number: press ▶ until the RTI/CSI you wish to edit appears. Then press **Yes**. Go to step 6.

```
RTI/CSI CHANGE? Y/◀▶
XYZ COMPANY
```

6. Either:
   ❒ Edit the RTI/CSI and press **Yes**. Then go to step 7.
   ❒ To delete the RTI/CSI: **No** and **Yes**. Then go to step 5.

```
RTI/CSI              Y/N
STORE AS WILD CARD?
```

Caution: If you delete all the RTI's and CSI's for a forwarding station, you must also delete the forwarding station (see step 3). **If you do not do this, all incoming messages will be forwarded to that station.**

7. To store it as a wild card: **Yes**. Otherwise: **No**.

```
FORWARD              Y/N
SET RTI/CSI?
```

8. Either:
   ❒ Edit or input another RTI/CSI for this forwarding station: Press **Yes** and Go to step 3.
   ❒ To work on another forwarding station: press **No**. Go to step 2.
   ❒ Finish: **Function**.

NOTE: If you switch the forwarding on and program no RTI's/CSI's, all incoming messages are forwarded.

Switching Forwarding On/Off

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

After you switch Forwading on, `〈FORWARD〉` is displayed on the operation panel when the machine is in standby mode.

NOTE: Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.

1. **Function 6 2 2 2 2 6 2** and **Yes**.

```
                     Y/NEXT▶
SELECT LINE
```

2. Scroll through the list of features with ▶ until the screen is as shown as opposite.

```
                     Y/NEXT▶
FORWARDING ON/OFF
```

3. **Yes**.

```
FORWARDING           Y/◀▶
 ON    ▶OFF
```


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4. Change the on/off setting by pressing ◀ or ▶.

5. Finish: **Yes** and **Function**.

Selecting which Messages to Forward

You have to select one of the following two things.
❒ Forward messages only from specified senders.
or
❒ Forward messages except those from specified senders.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◀
PRINT LIST◀
```

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

```
              KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 08 are shown.
   The settings that you need to change is digit 7 (double underlined).

If you want to forward all incoming messages from special terminals.

```
SWITCH 08 : 0100 0000
```

4. Set as shown opposite.

   Press **7** of the ten keypad to change the setting of digit 7.

If you want to forward all incoming messages except those from special terminals.

```
SWITCH 08 : 1100 0000
```

5. Finish: **Yes** and **Function**.

Switching Local Printing On/Off

When you first switch Forwarding on, messages that your machine passes on are not printed by your machine. If you turn this function on however, they will be printed.

1. Press **Function** and **6**, **2**, **2**, **2**, **2**, **6**, **3** using the ten keypad, then press **Yes**.

```
SETTING?          Y/◀▶
PRINT LIST ◀
```

2. Press **Yes**, then press ◀ and ▶ until the settings for Switch 11 are displayed. Change the setting of digit 6.

```
              KPAD/◀▶
SWITCH 11: 0000 0000
```


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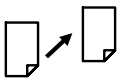
3. If you wish to change the setting, press 6 using the ten keypad.

SWITCH 11 : 0100 0000

Digit 6 (Double underlined)
0: Local Printing Off
1: Local Printin On

4. Finish: Press **Yes**, then press **Function**.

Enabling and Disabling the Forwarding Mark



The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, do the following procedure. (See page 156 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

SETTING? Y/◄
PRINT LIST◄

2. **Yes**.
The settings for switch 00 are now shown on the bottom line of the display.

KPAD/Y/◄►
SWITCH 00 : 0000 0000

3. Press ► until the settings for switch 02 are shown.
The setting that you need to change is digit 0.

SWITCH02 : 0000 0001

Digit 0 (Double underlined)
0: Forwarding Mark is Off.
1: Forwarding Mark is On.

4. If you wish to change the setting, press **0** on the ten keypad.

5. Finish: **Yes** and **Function**.

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Wild Cards

This feature greatly enhances the effectiveness of the following features:
- ❒ Authorized Reception
- ❒ Forwarding
- ❒ Memory Lock
- ❒ Multi-Sort Document

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTI's for these features, you can program wild cards to greatly expand the number of terminals that you can specify.

Example:
If you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

CAUTION
This feature cannot recognize spaces.
Example:
If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

Cross-references
Authorized Reception: see page 77.
Forwarding: see page 80.
RTI and CSI: see page 173.

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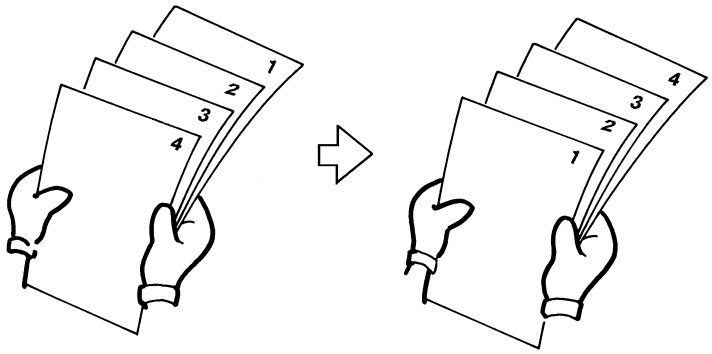
Reverse Order Printing (Feature Expander Required)



Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and more convenient for reading them.

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, do the following procedure. (See page 156 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST ◄
```

2. **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

```
          KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 10 are shown.

```
          KPAD/Y/◄►
SWITCH 10 : 0000 0000
```

4. The setting that you need to change is digit 0 (double underlined).

```
SWITCH 10 : 0000 0001
```

Digit 0 (Double underlined)
0: This feature is Off.
1: This feature is On.

5. If you wish to change the setting, press **0** on the ten keypad.

6. Finish: **Yes** and **Function**.

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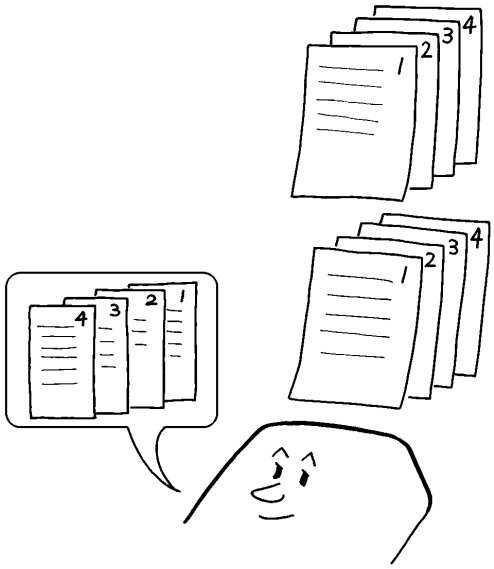
Multi-copy Document Reception (Feature Expander Required)

Using this feature, more than one copy of each incoming fax message can be printed. You may also choose to have more than one copy from only select senders. This feature eliminates the extra steps needed to have someone make photocopies.



For example, if you switch this feature on overnight, you will not have to make distribution copies of the messages that came in during the night. However, the paper in the cassette will be used up much faster.

To use Multi-copy Document Reception, you must first:
- ❒ Switch Multi-copy on. (Function 62)
- ❒ Set the number of copies. (Function 83)
- ❒ Switch reverse order printing on. (See page 87.)

If you wish to specify the senders whose messages are Multi-copied:
- ❒ Specify the senders whose messages you want to Multi-copy (Special Terminals). Do this by programming the RTI's or CSI's of these senders (Function 81).
- ❒ Select the messages to Multi-copied: (Function 63)
  a) All messages from Special Terminals.
  b) All messages except those from Special Terminals.

Cross-reference
Reverse Order Printing: see page 87. Copying an Original: see page 113.

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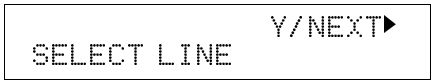
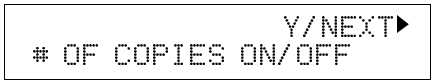
Switching Multi-copy Document On or Off

Before you can make multiple copies, you have to switch it on using Function 62.

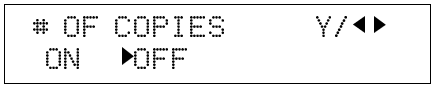
1. **Function 6 2 2 2 2 6 2** and **Yes**.



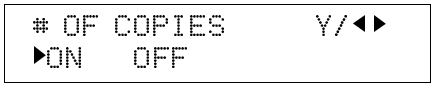
2. Scroll through the list of features with ▶ until the screen is as shown opposite.



3. **Yes**.



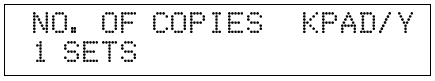
4. Change the on/off setting by pressing ◀ or ▶.



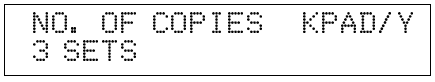
5. Finish: **Yes** and **Function**.

Setting the Number of Copies

1. **Function 6 2 2 2 2 8 3** and **Yes**.



2. Input the number of copies that you need, then press **Yes**.
   Copies of incoming faxes will be collated.



NOTE: Maximum number of copies: 9
To use Multi-copy Document Reception, you must switch Reverse Order Printing on. See page 87 for how to do this.

3. **Function**.

Programming the Special Terminals to Make Multi-copies

To program the list of senders, see "Entering a List of Senders to Treat Differently (Function 81 Special Terminals)" on page 94.

Choosing How to Treat the Special Terminals

You have to select one of the following two things
❒ Make multiple copies of messages from Special Terminals
or
❒ Make multiple copies of all messages except those from Special Terminals.

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1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST◄
```

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

```
              KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 08 are shown.

```
              KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

   The settings that you need to change are digit 1 (double underline).
   Press **1** of the ten keypad to change the setting of digit 1.

```
SWITCH 08 0000 0001
```

4. Set as shown opposite.

   When you want to make multiple copies of incoming messages only from special terminals.

```
SWITCH 08 0000 0011
```

   When you want to make multiple copies of all incoming messages except those from special terminals.

5. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Multi Copy on/off (Function 62)	Switch 08 Digit 1 (Function 63)	Result
Empty	On	×	All messages are Multi-copied.
Empty/Not empty	Off	×	No messages are Multi-copied.
Not empty	On	0	Only messages from special terminals are Multi-copied.
Not empty	On	1	All messages are Multi-copied **except** those from special terminals.

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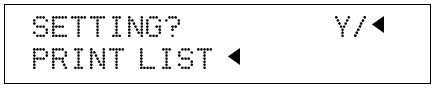
Printing a Center Mark

If you switch this feature on, a mark is printed halfway down each received page on the left hand side. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

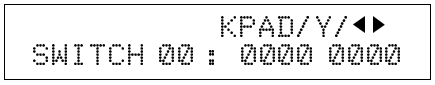
The center mark is not printed when you use the machine for making copies.

To switch this feature on, do the following. (See page 156 if you need more information about the User Parameter settings adjustment procedure).

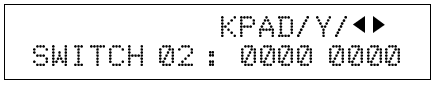
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 02 are shown.
   The setting that you need to change is digit 1 (double underlined).



SWITCH02 : 0000 0010

Digit 1 (Double underlined)
0: The center mark will not be printed.
1: The center mark will be printed.

4. If you wish to change the setting, press **1** on the ten keypad.
5. Finish: **Yes** and **Function**.

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Reducing the Page Length

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page, if the image length is within the following limits.

Paper size in the cassette	Maximum reducible incoming page length
Letter (11")	14.4"

If the received image is longer than the above limits, there is no reduction and the image is split up and printed on two sheets of paper. Normally, the last 0.4 inch of the received image will be repeated at the beginning of the next page.

However, if you wish, the second page can continue from where the first page ended.

Contact your service representative if you require any adjustments to this feature.

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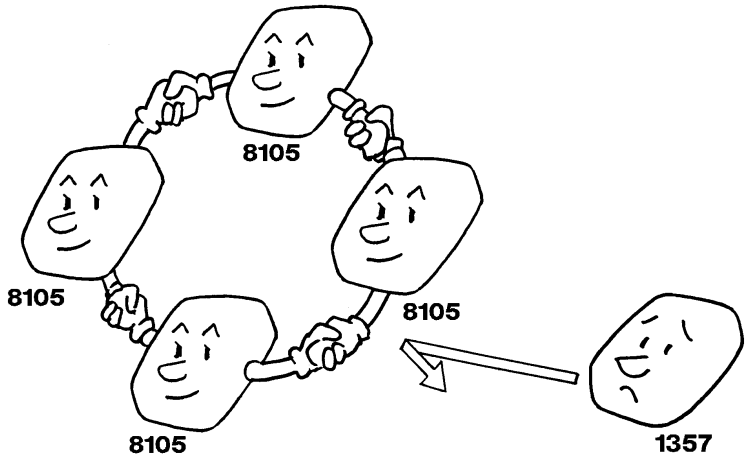
Closed Network (Reception)



This feature may help you to prevent reception of excessive junk fax mail.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

NOTE: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

If you are interested in this feature, contact your service representative.

Cross-references
ID Codes: see page 44.

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Entering a List of Senders to Treat Differently (Function 81: Special Terminals)

You can enter a list of up to 50 identifications (RTI, CSI and wild cards) for senders you wish to treat differently. For instance, for each identification in the list, you have the following options.

- ❒ Authorized Reception: You can accept their calls and reject all others (or vice-versa) with the Authorized Reception setting. (See page 77.)
- ❒ You can choose to make multiple copies of their messages. (See page 88.)
- ❒ Memory Lock: You can choose to lock their messages in memory. (See page 72.)

Programming the list of senders

1. **Function 6 2 2 2 2 8 1** and **Yes**.
   At this time, you can print an Special Terminal List by pressing ◀ and **Start**.
2. **Yes**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

```
RTI/CSI     ABC   ◀▶
```

3. Enter RTI or CSI using the Quick Dial key and the ten keypad.
   Example: XYZ COMPANY

```
RTI/CSI     ABC   Y/N
XYZ COMPANY
```

? How to enter the characters, see page 154.

4. **Yes**.

```
RTI/CSI           Y/N
STORE AS WILD CARD?
```

5. Either:
   - ❒ Store this RTI as a wild card: **Yes**.
   - ❒ Otherwise: **No**.
6. Select whether you set this RTI/CSI as the special terminal for authorized reception using ◀ or ▶. (if yes: ON, if no: OFF)
7. **Yes**.

```
SET AUTHORIZED  Y/◀▶
 ON  ▶OFF
```

```
SET AUTHORIZED  Y/◀▶
▶ON   OFF
```

```
SET # OF COPIES Y/◀▶
 ON   ▶OFF
```

8. Select whether you set this RTI/CSI as the special terminal for multi copy using ◀ or ▶. (if yes: ON, if no: OFF)
9. **Yes**.

```
SET # OF COPIES Y/◀▶
▶ON   OFF
```

```
SET MEM. LOCK   Y/◀▶
 ON   ▶OFF
```

10. Select whether you set this RTI/CSI as the special terminal for Memory Lock using ◀ or ▶. (if yes: ON, if no: OFF)
11. **Yes**.

```
SET MEM. LOCK   Y/◀▶
▶ON    OFF
```

```
RTI/CSI     ABC   ◀▶
```


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12. Either:
    - ❒ To program another special terminal; go to step 3.
    - ❒ To finish; **Function**.

Editing the RTI/CSI for the Special Terminals

1. **Function 6 2 2 2 2 8 1** and **Yes**.

```
SETTING?          Y/◄►
PRINT LIST ◄ /SEARCH ►
```

2. Press ► scroll through the list. When RTI/CSI you want to change appears, press **Yes**.

```
RTI/CSI     ABC    ◄►
XYZ COMPANY
```

3. Edit the RTI or CSI and press **Yes**.

```
RTI/CSI            Y/N
STORE AS WILD CARD?
```

? How to edit: see page 154.

4. Either:
    - ❒ Store this RTI as a wild card: **Yes**.
    - ❒ Otherwise: **No**.

```
SET AUTHORIZED   Y/◄►
 ON  ►OFF
```

5. Select whether you set this RTI/CSI as the special terminal for Memory Lock using ◄ or ►. (if yes: ON, if no: OFF)

```
SET AUTHORIZED   Y/◄►
►ON   OFF
```

6. **Yes**.

```
SET # OF COPIES  Y/◄►
 ON  ►OFF
```

7. Select whether you set this RTI/CSI as a special terminal Multi-copy using ◄ or ►. (if yes: ON, if no: OFF)

```
SET # OF COPIES  Y/◄►
►ON   OFF
```

8. **Yes**.

```
SET MEM. LOCK    Y/◄►
 ON   ►OFF
```

9. Select whether you make this RTI/CSI as the special terminal for the Memory Lock using ◄ or ►. (if yes: ON, if no: OFF)

```
SET MEM. LOCK    Y/◄►
►ON   OFF
```

10. **Yes**.

```
RTI/CSI     ABC    ◄►
```

11. Either:
    - ❒ To edit another special terminal; go to step 2.
    - ❒ To finish; **Function**.

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Erasing the Special Terminal

1. **Function 6 2 2 2 2 8 1** and **Yes**.

2. Press ▶ scroll the RTI/CSI. And the RTI/CSI you want to change appears, press **Yes**.

3. Press **No** and **Yes**.
4. **Function**.

Some features which are concerned with the special terminals (Authorized Reception, Multi-Copy and Memory Lock) or Forwarding cannot be available for the same RTI/CSI. The following matrix indicates which feature is available for the same RTI/CSI.

	1	2	3	4
1. Authorized Reception		✔	✔	✔
2. Multi-Copy	✔		▲	✔
3. Memory Lock	✔	◀		◀
4. Forwarding	✔	✔	▲	

✔: Both features are available

▲◀: Only the feature of arrow's direction is available

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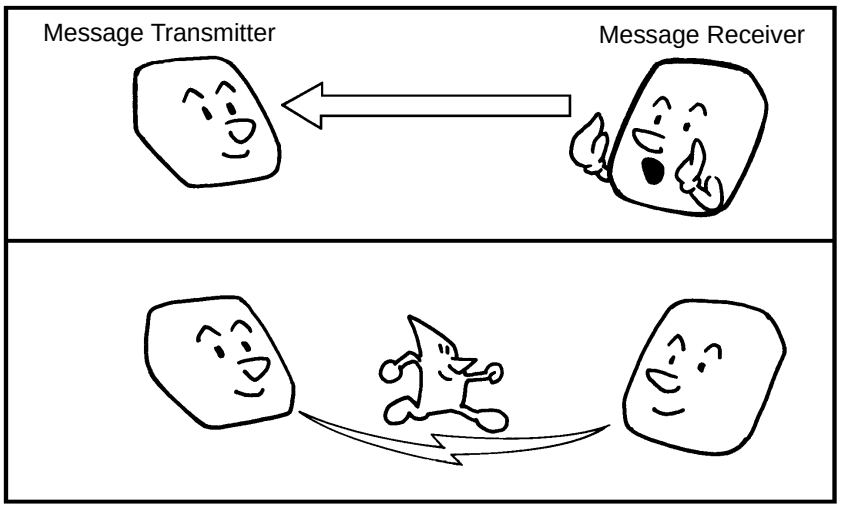
OTHER

Calling to Request a Message (Polling)

Overview

Polling means "picking up" a document that has been left for you at a remote fax terminal. You can also leave a document in your machine's memory for other machines to poll from you.



- ❒ With polling, telephone line costs are charged to the person receiving the message (the Message Receiver).
- ❒ Polling can only be used when both machines have the Polling feature.

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Leaving a Document to be Picked Up by Others (Polling Transmission)

Use Polling Transmission when you wish to leave a document in the memory for others to pick up.

You cannot specify the telephone number of the Message Receiver (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

Free Polling: Anybody can poll the message from the polled machine's memory.

Secured Polling: The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

Stored ID Override: There are two ways to use this feature:

- ❒ If your ID Code is different from that of the other terminal, you can use the other terminal's ID Code just for this transmission (ask the other terminal's operator what their ID Code is). Your machine's stored ID Code will be ignored.
- ❒ For extra security, both parties can specify an ID Code just for this communication. The ID Codes of both machines will be ignored. All communicating parties need to coordinate their ID Codes in this case.

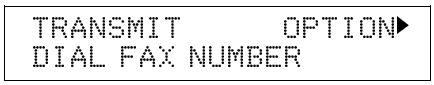
Only one document can be stored in the memory for Free Polling, and only one can be stored for Secured Polling. However, with Stored ID Override, you can store more than one file, but you must use a different ID for each file.

Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer.

Cross-reference
ID Code: see page 44.

Free Polling

1. Place your document in the feeder.



2. **Function 1 5** and **Yes**.

? See page 101 for the options that are available with Polling Transmission.

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3. **Start**.
   - ❒ Your fax message is stored and held on polling standby.

NOTE: If you see "ALREADY INPUT", you already have a message on Free Polling Standby.
- ❒ To clear the old message: Clear the old polling transmission file using function 23 (see page 104). Then start from the step 1 again.

Secured Polling

1. Place your document in the feeder.

```
TRANSMIT      OPTION ▶
DIAL FAX NUMBER
```

2. **Function 1 4** and **Yes**.

```
POLLING TRANS   OPT ▶
PUSH START
```

NOTE:
If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 4 in "Stored ID Override" on the next page.

3. **Start**.
   - ❒ Your fax message is stored and held on polling standby.

NOTE: If you see "ALREADY INPUT" you already have a message on Secured Polling Standby.
- ❒ To erase the old message: Clear the old polling transmission file using function 23 (see page 104).
- ❒ To keep the old message: Input an ID code in the same way as for step 3 in "Stored ID Override" below.

Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

1. Place your document in the feeder.

```
TRANSMIT      OPTION ▶
DIAL FAX NUMBER
```

2. **Function 1 4** and **Yes**.

```
POLLING TRANS   OPT ▶
PUSH START
```

3. Press ▶ until the screen is as shown opposite.

```
SET OPTION        Y/▶
SET POLLING ID?
```


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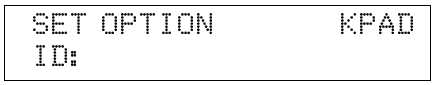
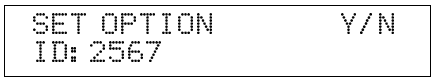
4. **Yes**.



5. Enter the ID code that you wish to use for this message.
   Example: **2 5 6 7** from the ten keypad.
   NOTE: If you see "ALREADY INPUT" you already have a message on Secured Polling standby.
   - ❒ To erase the old message: Clear the old polling file by Function 23 (see page 104).
   - ❒ To keep the old message, repeat the procedure from step 3.



6. **Yes**.

7. **Start**.
   - ❒ Your fax message is stored and held on polling standby.

NOTE: If you need to cancel a polling transmission operation, use Function 23 (see page 104).

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Options for Polling Transmission

When you store a document in memory for Polling Transmission, you also have the following options:

- ❒ Personal Code: This is the same as for normal transmission (see page 27)
- ❒ Page Count:This is the same as for normal transmission (see page 30)
- ❒ TTI On/Off: This is the same as for normal transmission (see page 31).
- ❒ Polling Standby Duration: There are two options.
  - ONCE: The message will be automatically erased from memory after it has been polled once.
  - KEEP: The message will be kept in memory until you erase it yourself using Function 63 (user parameters). While the message is in the memory, it can be polled at any time by as many terminals that need it.

The options are only available if OPT ▶ can be seen in the top right corner of the display:

1. Press ▶.

```
SET OPTION          Y/▶
SET PERSONAL CODE?
```

2. Scroll through the options using the ▶ on the scroll key. Select the option you want using **Yes**.
   Example: TTI on/off.
   The list of available options is as follows:
   - ❒ Personal Code
   - ❒ Page Count
   - ❒ TTI

```
SET OPTION          Y/▶
TTI PRINT?
```

3. If you wish to switch on or off (TTI), use ◀ and ▶ of the scroll key until the displayed setting is correct.
4. Either:
   - ❒ If you wish to switch other options (Personal Code or Page Count), press ▶ of the scroll key until the required option is shown. Then enter the personal code on page count.
   - ❒ Finish: **Yes** and **Function**.

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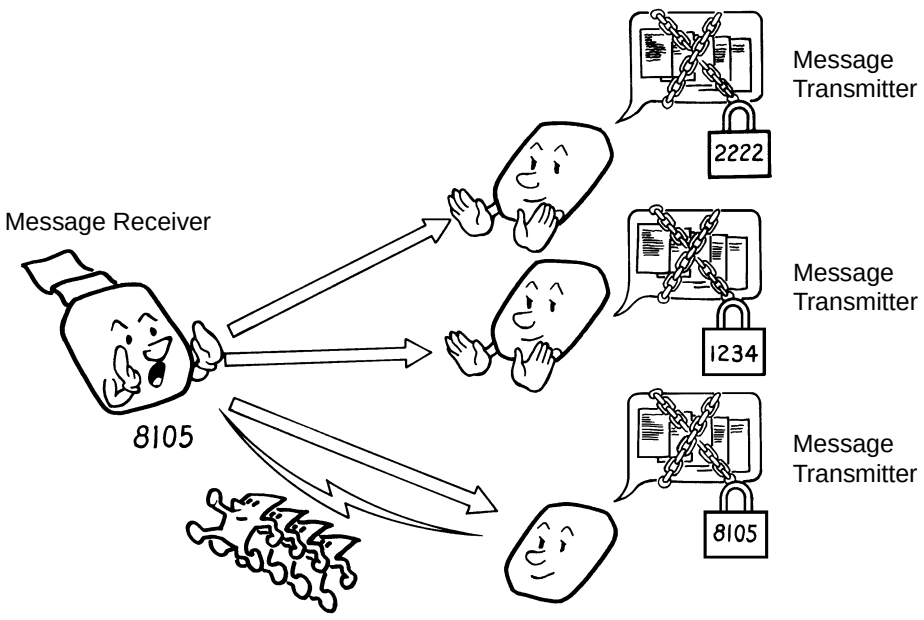
Picking Up Messages Stored Elsewhere (Polling Reception)



Use this feature when you wish to poll a message from another terminal.

You can poll documents from many terminals with only one operation (use Groups and Keystroke Programs to make the most out of this feature).

You have three options: Free Polling, Secured Polling, and Stored ID Override, as described for Polling Transmission (see page 98).

The maximum number of terminals that you can poll in one operation is 132.

Cross-references
ID Code: see page 44.
Groups: see page 178.
Keystroke Programs: see page 47.

Operating Procedure

1. **Function 1 1** and **Yes**.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

2. Dial number.

```
POLLING RECV Y/START
2125551234
```

3. **Yes**.
   If you want to dial more numbers, go to step 2.

```
POLLING RECV D/START
DIAL NEXT FAX NUMBER
```

4. **Start**.

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Stored ID Override Option

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

If OPTION ▶ is displayed:

1. Press ▶ until the screen is as shown opposite.
2. **Yes**.
3. Enter the ID code that you wish to use for this operation.
   Example: **2 5 6 7** from the ten keypad.
4. **Yes**.
5. **Dial** and press **Start**.

```
SET OPTION          Y/▶
SET POLLING ID?
```

```
SET OPTION        KPAD
ID:
```

```
SET OPTION          Y/N
ID: 2567
```

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

? For how to use other options, such as Send Later for delayed polling, see page 101 and the pages following that.

NOTE: In theory, you can poll up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 188 for more information concerning the limitations of this feature.

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File Management

Every time you store a fax message in your machine's memory, a new file is created. Each file is given a number. To see which files are currently in the memory, print a File List.

NOTE: A new file is also created for each Polling Transmission, Substitute Reception, and Confidential Reception.

Cross-reference	File List: see page 123.

Erasing a File from Memory

You can delete any of the memory files (except Confidential Reception files). This is useful if the memory is getting full and you need to make some space for an important job.

1. You can erase these kinds of file.

To Clear a:	Enter:
❒ Fax message file (Memory Transmission):	**Function 2 1** and **Yes**
❒ Instruction file (Polling Reception):	**Function 2 2** and **Yes**
❒ Fax message file (Polling Transmission):	**Function 2 3** and **Yes**

   (Example: Using Function 21)

2. Either:
   - ❒ Print a list of files: ◀ and Start
   - ❒ Erase files: go to step 3.

```
FILE NO.     KPAD/◀▶
PRINT LIST◀/SEARCH▶
```

3. Either:
   - ❒ Scroll through the files on the display: ◀ or ▶ until the required file appears. And **Yes**.
   - ❒ If you know the file number, input it directly: **0 0 2** and **Yes**.

```
FILE NO. 002        Y/N
CLEAR?
```

4. Either:
   - ❒ Erase the file: **Yes**. Go to step 5.
   - ❒ Keep the file: **No**. Go to step 3.

5. Either:
   - ❒ Erase another file: **Yes** and go to step 3.
   - ❒ Finish: **Function**.

   NOTE: You cannot erase files that were received using Confidential Reception.

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Printing a File

If you need to see the contents of any of the files, use this feature.

1. You can print these kinds of file:
   - ❒ Fax message file (Memory Transmission): **Function 5 1** and **Yes**.
   - ❒ Fax message file (Polling Transmission): **Function 5 2** and **Yes**.

   (Example: Using Function 51.)

```
PRT DOCUMENT?     Y/◄
PRINT LIST ◄
```

2. Either:
   Print a list of files: ◄ and **Start**.
   Print the contents of files: **Yes** and go to step 3.

```
FILE NO.     KPAD/◄►
PRINT LIST◄/SEARCH►
```

3. Either:
   - ❒ Scroll through the files on the display: ◄ or ► until the required file appears, then **Yes**.
   - ❒ If you know the file number, input it directly: 0 0 2 and **Yes**.

```
FILE NO. 002  START/N
XYZ COMPANY
```

4. **Start**.

NOTE: This procedure does not work for Confidential Reception files.

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Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the print. This roller must already be hot when the paper passes under it. To maintain a temperature high enough to permit proper fusing, electricity is consumed. This facsimile is equipped with various energy saving modes to reduce the consumption of electricity while the machine is waiting for a fax message.
Letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up (a few minutes later).

Letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

If your fax machine enters Saving Energy mode, the lamp and display on the control panel will turn off.

Though the setting is available, leaving the roller on at full heat brings you no advantage. We recommend you always use one of the two heat roller settings described above.

Saving Energy mode is related to the Night Timer. Refer to the section titled "Night Timer".

How to Start the Saving Energy Mode

Your machine will enter the Saving Energy mode under the following conditions.
❒ When you hold down the **Energy Saver** key for a few seconds.
❒ Your machine is not used for 5 minutes.
If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the Saving Energy mode automatically, please contact your service representative.

How to Exit the Saving Energy Mode

Your machine exits from the Energy Saving mode:
❒ When you insert a document in the feeder.
❒ When the handset is picked up (if installed).
❒ When you hold down the **Energy Saver** key for a few seconds.
❒ When a fax is received. (If the Night Timer is on, the message will be printed out after the Night Timer ends.)
❒ When you press any key on the operation panel. (When the heater roller has cooled halfway.)

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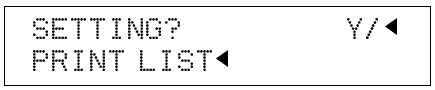
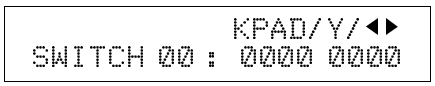
Which Saving Energy Mode is Best for You?

You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.
When you allow the roller to cool to room temperature, energy saving is at a maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, energy savings will still be achieved and printing will occur more rapidly.

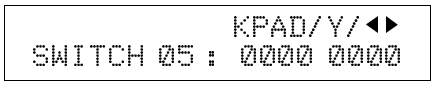
1. **Function 6 2 2 2 2 6 3** and **Yes**.



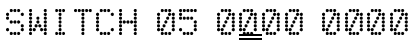
2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 05 are shown.

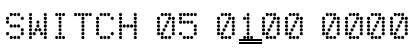


   The settings that you need to change is digit 6 (double underline).



4. Set one of the two as shown opposite.
   To change digit 6, press **6**.

   If you want to let the roller cool to room temperature.



   If you want to let the roller cool halfway.

5. Finish: **Yes** and **Function**.

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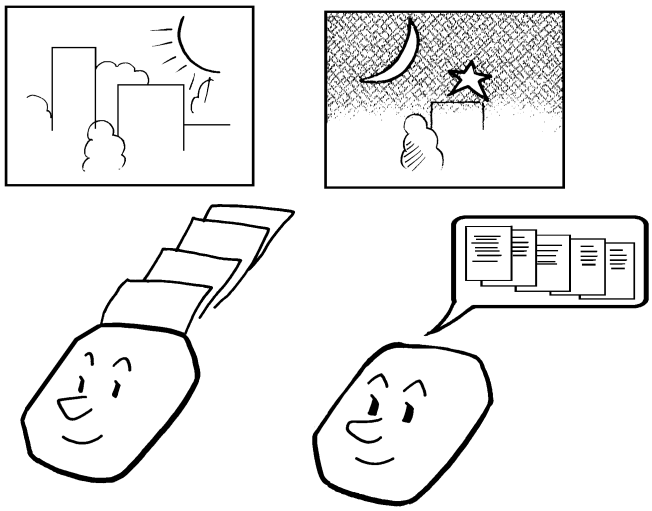
Night Timer

Overview

Laser printing requires the application of heat to bond toner to the printer paper. For incoming messages to be output quickly, a heating element inside the machine must be kept hot. This will affect your electricity bills.

The Night Timer feature lets you program timers to switch this heating element on and off. This will help you to reduce overnight electricity costs. The amount of savings is the same as the Energy Saving mode described on page 106. In addition, it also means that anyone wandering through the office after working hours will not be able to casually read your incoming fax messages, because incoming messages are not printed while the heating element is switched off.



- ❒ If a fax message comes in while the heating roller is switched off, the message is stored in the memory. When the heating element switches back on, the message is automatically printed.
- ❒ While the heating roller is disabled, all incoming calls are refused when the memory is full.
- ❒ If you wish to print a received fax message while the heating element is off, you can temporarily make the heating element switch on and print the message by pressing the Energy Saver key. The timer will activate again automatically a few minutes after you have printed your message.

As a typical example, you could program the heating roller to stay off at night and over the weekend. (You can program different settings for every day of the week.)

To use Night Timer, you must:
- ❒ Program the timers for each day of the week.
- ❒ Switch the Night Timer feature on.

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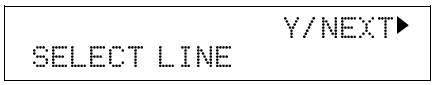
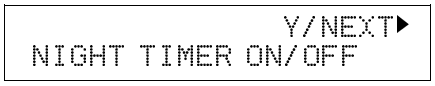
Switching the Night Timer On or Off

The night timer feature must be switched on using Function 62. If it is switched off, the heating elements will stay on all the time.

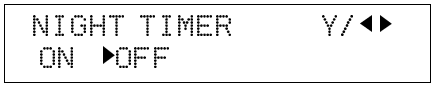
1. **Function 6 2 2 2 2 6 2** and **Yes**.



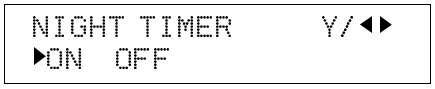
2. Scroll through the list of features with ◀ and ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.

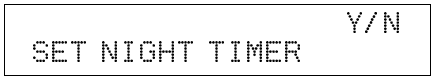


5. Finish: **Yes** and **Function**.

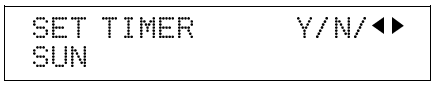
Programming Procedure

Example: For Tuesday, set the heating roller to switch on at 9 am and switch off at 6 pm.

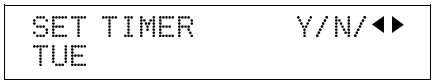
1. **Function 6 2 2 2 2 7 1** and **Yes**.



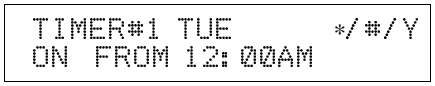
2. **Yes**.



3. Use the ◀ and ▶ keys to scroll through the days of the week.
   Example: Press ▶ twice to go to Tuesday.

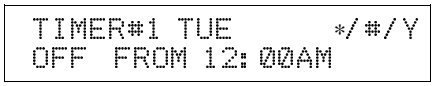


4. **Yes**.

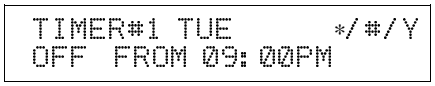


5. Program the first timer for Tuesday:
   - ❒ Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated.
     To change ON to OFF, or the other way round, press ∗ or **#.**
   - ❒ When the ON/OFF display is correct: Go to step 6.

6. Press ▶ to move the cursor under the time.



7. Input the time: **0 9 0 0** on the ten keypad. To change AM to PM and the other way around, press #. When the setting is correct, press **Yes**.



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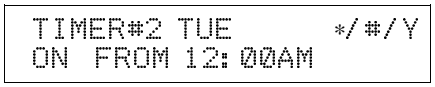
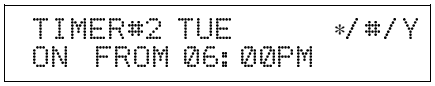
8. Repeat from step 5 for the second timer. Press ▶ to move the cursor under the time.
   Input on the time, **0 6 0 0,** for example, on the ten keypad.
   To change AM to PM and the other way around, press #. Accept the setting by pressing **Yes**.





TO KEEP THE HEATER ON ALL DAY: Set both timers to ON = 12:00AM.
TO KEEP THE HEATER OFF ALL DAY: Set both timers to OFF = 12:00AM.

9. Either:
   - ❒ Program the timer for another day: Go back to step 3.
   - ❒ Finish: **Yes** and **Function**.

NOTE: To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. Because of this, the Night Timer does not give you complete security for received documents. For this type of security, use the Memory Lock feature; see page 72.

Temporarily Switching the Heating Roller On

During periods of the Night Timer cycle that the heating roller is off, it may be switched on in these ways:

- ❒ When you hold the **Energy Saver** key down for a few seconds.
- ❒ When you insert a document in the feeder.
- ❒ When you pick up the handset, or press **On Hook Dial** key.

After you leave the machine alone for a while, the heating elements will turn back off. Note that if Automatic Saver mode is disabled by a service technician, the night timer will not turn back on.

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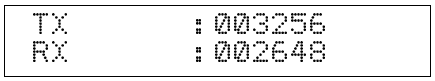
Counters

These counters will help you if you wish to keep a regular check on how many pages your machine has sent, received, and copied.

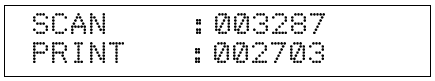
The machine has the following software counters:

- ❒ **Tx (Transmit) Counter:** The number of pages that your machine has sent.
- ❒ **Rx (Receive) Counter:** The number of pages that your machine has received
- ❒ **Scan Counter:** The number of pages that your machine has scanned (includes copy mode).
- ❒ **Print Counter:** The number of pages that your machine has printed (includes copies and printouts made when using the PC printer option).

1. **Function 6 2 2 2 2 9 4** and **Yes**.



2. **Yes** to check the SCAN and PRINT counter.



3. When you have finished: **Function**.

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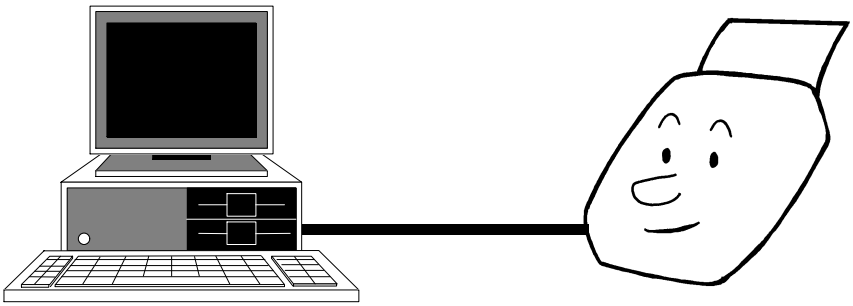
Entering PC Printer Mode (Printer Interface Required)



Using PC Printer Mode, you can connect your fax machine to an IBM or compatible personal computer and use it as a printer. Documents printed from your computer will be sent to your fax machine as text (ASCII characters) or graphics (vector or dot image), depending on the application that you are using. They will not be sent in the same way as fax messages, which are always dot images.

You must obtain the optional Printer Interface Type 100 before you can use PC Printer Mode. Then, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.
In this model, there is a **Printer** key on the operation panel.

1. Either:

   ❒ **Function 36** and **Yes**.
   ❒ Press **Printer** on the operation panel.

   You can now operate the printer.

```
PRINTER MODE
READY :P LJ4L
```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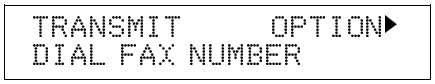
Copying

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the **Copy** key.

Copying an original is a good way to test contrast and resolution before sending a document, if you are not sure that the settings that you have chosen are appropriate. The copy made by your printer gives an indication of how the message would look when received at the other end. If it does not look good, change the settings and try again.

1. Place your original in the feeder.



2. Press **Copy**.
   NOTE: To cancel copy mode, press Copy again.

3. Input the number of copies that you need. Example: 3 copies, press **3** on the ten keypad.

4. **Start**.

Cross-references	Contrast, Resolution, and Halftone: see page 23.

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Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features (such as Confidential Transmission), dial the number, and press Start. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the TCR).

The following table shows which features can operate simultaneously on your machine.

✔: Possible, ✘: Impossible

	Job that you wish to carry out at the same time								
Job Currently in Progress	**1.**	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**	**8.**	**9.**
1. Storing to Memory		✔	✘	✔	✘	✔	✔	✔	✘
2. Printing from Memory	✔		✘	✘	✘	✘	✘	✘	✘
3. Copying	✘	✘		✘	✘	✔	✘	✔	✘
4. Printing an Automatic Report	✔	✘	✘		✘	✘	✘	✘	✘
5. Immediate Transmission	✘	✘	✘	✘		✘	✘	✘	✘
6. Memory Transmission	✔	✘	✔	✘	✘		✘	✘	✘
7. Receiving and Printing a Fax	✔	✘	✘	✘	✘	✘		✘	✘
8. Receiving a Fax to Memory	✔	✘	✔	✘	✘	✘	✘		✘
9. Printing a Fax Message or a Report Manually	✘	✘	✘	✘	✘	✘	✘	✘	

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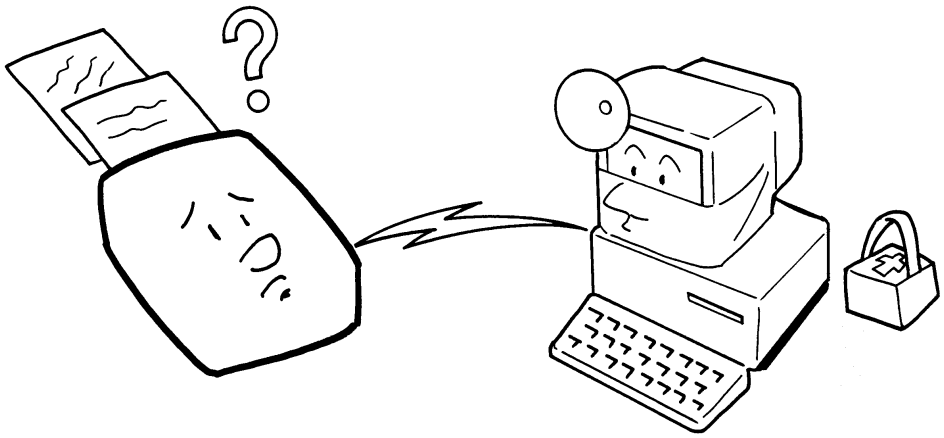
RDS (Remote Diagnostic System)

Overview



If your machine has a problem, a service technician can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS to change some of your machine's settings if you request it.

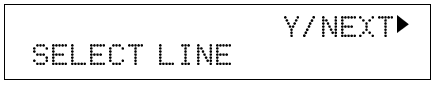
For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

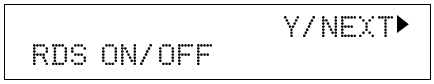
Switching RDS On/Off

Before your machine can accept incoming calls from an RDS, you have to switch RDS on using Function 62. If it is switched off, the machine will not accept treatment from an RDS.

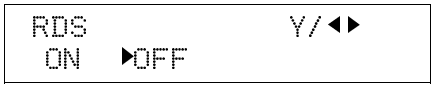
1. **Function 6 2 2 2 2 6 2** and **Yes**.



2. Scroll through the list of features with ◀ and ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.
5. Finish: **Yes** and **Function**.

NOTE: RDS is automatically switched off 24 hours after you switch it on.

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AI Short Protocol

This feature employs Artificial Intelligence (AI) to learn the communication characteristics of the machines programmed as Speed Dials or Quick Dials. AI Short Protocol helps you to reduce communication costs between machines produced by the same manufacturer. AI Short Protocol only works if you dial using Quick Dial, Speed Dial, or Redial; also, the machine at the other end must have the AI Short Protocol feature.

When you send a fax message, the two machines carry out a handshaking procedure, during which they establish the best way to communicate with each other. Using AI Short Protocol, this handshaking procedure only takes place in full the first time you dial a particular number. Your machine remembers the optimum communication parameters for calling that number. The next time you dial that number, the machine will remember these parameters and the preliminary handshaking will be significantly reduced, saving communication costs.

Cross-references	Quick Dial and Speed Dial: see page 177.

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AUTOMATICALLY PRINTED REPORTS

The following reports are automatically printed out at the appropriate time.

Descriptions of the Available Reports

TCR (Transmission Confirmation Report)

This report gives detail on each communication made by your terminal. It is automatically output after a certain number of communications.

Transmission Result Report

This report is printed out after Immediate Transmission. It shows whether each transmission was successful or not.

Error Report

This report is printed after each unsuccessful communication (compare with the Communication Failure Report below, which is printed after an operation has been completed). So while doing a broadcast, the machine may print a number of error reports, and at the end, it prints a Communication Failure Report (or Transmission Result Report if it is switched on).

Check the report and retransmit any pages that were not sent. Keep any error reports that are printed, as they may be useful for a service technician if a particular problem continues or gets worse.

Communication Failure Report

This report is printed after executing an operation, whether it be a single transmission or a broadcast from memory, if a transmission failure occurred during that operation. It is only printed if the Communication Result Report is switched off.

File Reserve Report

If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission or Polling Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

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Power Failure Report

This report is printed if the machine's power was off. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

Transfer Result Report

After the end of a transfer request, the transfer broadcasting station sends you this report. The report lists the telephone numbers of the broadcasting stations and the end receivers, and indicates whether each transmission was successful or not. With this information, you may retransmit any pages that were not sent, either directly, or using another transfer request operation.

Polling Clear Report

This report is printed after a polling file has been erased from memory.

Confidential File Report (Feature Expander Required)

This report informs you when a confidential message has been received.
If the sender of the message used Confidential ID Override, and specified an ID that is the same as one of the Confidential ID's stored with a Personal Code in your machine, the name stored with that Personal Code will be printed on the Confidential File Report.

Communication Result Report

This report is printed out after Memory Transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed when a communication fails.

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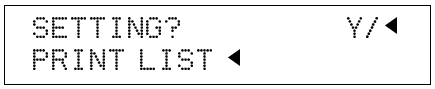
Switching Reports On/Off

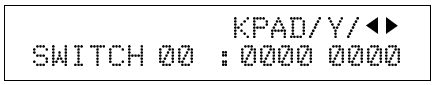
Some of these reports can be switched on or off.

To switch a report on or off, do the following (see page 156 if you need more information about the User Parameter settings adjustment procedure).

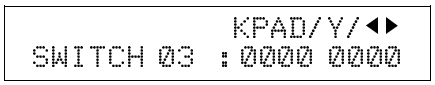
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.
   The settings for switch 0 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 03 are shown.
   Each digit from 0 to 7 controls one of the reports (except digit 1) as follows.



SWITCH03 : 0000 0000
Digit 7 6 5 4 3 2 1 0

Digit	Purpose			
0	Communication Result Report (Memory Transmission)	0: Off	1: On	Default Setting: On
1	Do not change this setting.			
2	File Reserve Report (Memory Transmission)	0: Off	1: On	Default Setting: Off
3	File Reserve Report (polling reception)	0: Off	1: On	Default Setting: Off
4	Communication Result Report (polling reception)	0: Off	1: On	Default Setting: On
5	Transmission result report (Immediate Transmission)	0: Off	1: On	Default Setting: On
6	Polling clear report	0: Off	1: On	Default Setting: On
7	TCR	0: Off	1: On	Default Setting: On

4. If you wish to change a setting, press the appropriate key on the keypad. For example, to change digit 2, press **2** on the ten keypad.

5. Finish: **Yes** and **Function**.

NOTE: ❒ To switch the Confidential File Report on or off, use Function 63 (see page 71).
❒ To switch the Error Report on or off, contact a service technician.

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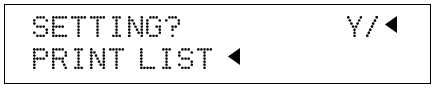
Printing a Sample of Data on the Reports

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

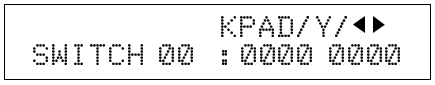
- ❒ Transmission Result Report
- ❒ Memory Storage Report
- ❒ Polling Clear Report
- ❒ Communication Failure Report
- ❒ Transfer Result Report
- ❒ Polling Confirmation List

The procedure to switch this feature on or off is as follows (see page 156 if you need more information about the User Parameter settings adjustment procedure).

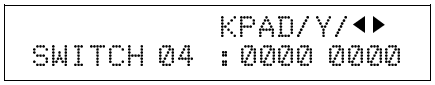
1. **Function 6 2 2 2 2 6 3** and **Yes**.



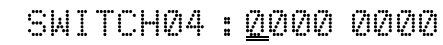
2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 04 are shown.
   The setting you need to use is digit 7.



4. If you wish to change the setting, press **7** on the ten keypad.



Digit 7 (Double underlined)
0: This feature is off
1: This feature is on

5. Finish: **Yes** and **Function**.

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Report Formats

Example 1. Error Report

The following report means that the machine sent four pages but there were errors during the first two pages.

```
                  ***  ERROR REPORT  (APR 28 1995 12:09PM)  ***
                                                    TTI     XYZ COMPANY
  FILE  PERS. NAME   ADDRESS                MODE     TIME    PAGE  RESULT
-------------------------------------------------------------------------
087   JOHNSON      XYZ CO. NEW YORK         TES    0'29"   P. 4    E-1
                                  PAGE NOT SENT
                                    P. 1
                                    P. 2
```

Personal Code of the Sender

Example 2. TCR

```
                      ***  TCR  (APR 28 1995 11:40AM) ***
                                                    TTI   XYZ COMPANY
 <TX>
 DATE   TIME    ADDRESS      MODE   TIME   PAGE RESULT  PERS. NAME   FILE
-------------------------------------------------------------------------
 Apr 28 9:48AM  XYZ NEW YORK TES    1'11"  P. 5   OK    YAMAMOTO     005
        9:54AM  XYZ LONDON   TES    0'27"  P. 1   OK    FENSTERWALD  007
        9:56AM  2125551234   TES    0'28"  P. 1   OK    MCTAGGART    009
       10:01AM  XYZ BERLIN   TES    0'24"  P. 1   OK    JONES        010

 <RX>
 DATE   TIME    ADDRESS      MODE   TIME   PAGE RESULT  PERS. NAME   FILE
-------------------------------------------------------------------------
 Apr 28 9:51AM  DR J ALVAREZ RS     0'24"  P. 1   OK                 006
        9:58AM  2015551234   RES    0"27"  P. 1   OK                 008
       10:56AM  XYZ PARIS    RES    0'28"  P. 1   OK                 011
       11:01AM  M. JONES     RES    0"24"  P. 1   OK                 012
```


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The following pages explain the symbols that appear in certain columns of the reports.

The Mode Column
See the bottom of the TCR for a full listening of the symbols that are used on the TCR.

The Result Column
OK: Successful Communication
E: An error occurred

The Footnote on the TCR
TX counter: Total number of transmitted pages
RX counter: Total number of received pages

Counters listed on the User Parameter List
SCN: Total number of pages scanned
PRN: Total number of pages printed

Transmission Result Report (Memory Transmission)
In the Result column, some reports may have an "E" followed by a code, and there may be a message printed at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below.

RESULT	MESSAGE	EXPLANATION
E-1	HANG UP OR LINE FAIL	The other party either a) hung up, b) had no message on polling standby, c) cannot do confidential reception or transfer request, or d) had an ID Code that did not match the one in your machine. Alternatively, there could have been a problem with the telephone line.
E-2	BUSY	The machine at the other end was busy.
E-3	NO ANSWER	The line is dead (no dial tone was detected).
E-4	NO FACSIMILE CONNECTION	The machine at the other is not a facsimile.

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USER-INITIATED REPORTS

These reports can be printed at any time by executing a procedure on the operation panel.

Descriptions of Available Reports

TCR

In addition to the automatic output of this report, you can print the TCR at any time.

1. Press **Function 4 1** and **Yes**.
2. **Start**.

File List

This is a list of Memory Transmission, Memory Reception, and polling files still in the memory. It gives information about each stored operation, such as the fax numbers, start time, status, and type of operation.

1. Press **Function 4 2** and **Yes**.
2. **Start**.

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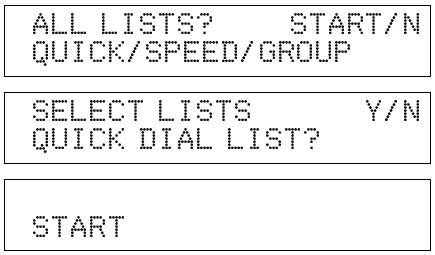
Telephone Number List

Quick Dial List: This is a list of the telephone numbers and other items that you have stored in the machine's Quick Dial Keys.

Speed Dial List: This is a list of the telephone numbers that you have stored as Speed Dial Codes.

Group Dial List: This is a list of all the groups that you have programmed, and the telephone numbers in these groups.

1. Press **Function 4 3** and **Yes**.
   To print all three lists, press **Start**.
2. **No**.
3. To print the Quick Dial List, press **Yes**.
   ❒ **No** if you do not want this list.
4. **Start**.



Program List

This gives details on the Keystroke Programs that you have stored in the machine.

1. Press **Function 4 4** and **Yes**.
2. **Start**.

Personal Code List

This is a list of the Personal Codes that you have stored, along with the names and Confidential IDs.

1. Press **Function 6 2 2 2 2 7 2** and **Yes**.
2. ◄ and **Start**.

Special Terminal List

This is a list of all terminal names that you have specified for Authorized Reception, Memory Lock and Multi-Copy. It includes Wild Cards.

1. Press **Function 6 2 2 2 2 8 1** and **Yes**.
2. ◄ and **Start**.

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Forwarding List (Feature Expander Required)

This list shows details of how you have programmed the Forwarding feature. It also includes the Wild Cards.

1. Press **Function 6 2 2 2 2 8 2** and **Yes**.
2. ◄ and **Start**.

User Parameter List

This shows the current settings of the User Parameters.

1. Press **Function 6 2 2 2 2 6 3** and **Yes**.
2. ◄ and **Start**.

Cross-references

Immediate Transmission: see page 16.
Memory Transmission: see page 17.
Confidential Transmission: see page 50.
Confidential Reception: see page 69.
Keystroke Programs: see page 47.
Personal Codes: see page 56.
Forwarding: see page 80.
Quick Dial: see page 177.
Transfer Request: see page 42.
Polling: see page 97.
Groups: see page 178.
Speed Dial: see page 177.
Authorized Reception: see page 77.
User Parameters: see page 156.

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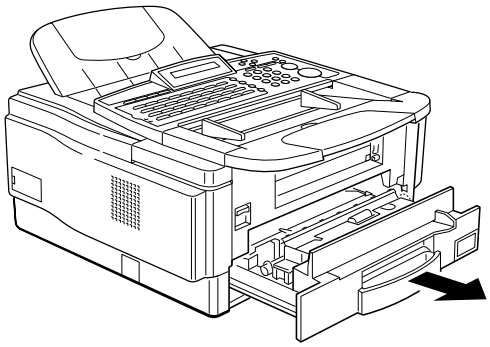
REPLACING PAPER

❒ When the Add Paper indicator ( ) on the operation panel is lit, the cassette is empty.

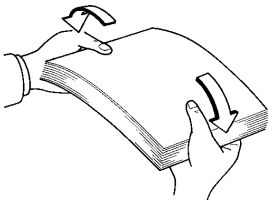
To refill the main cassette:

1. Slide the cassette all the way out, and place it on a large flat surface.

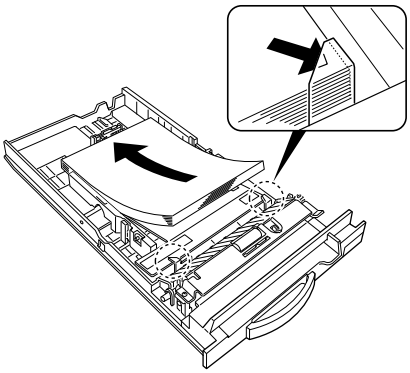


CAUTION
To avoid dropping the cassette, hold it by the front and side while pulling it out.

2. Bend the new stack of paper a few times.



3. Place the paper into the tray in the direction shown opposite, making sure it fits under the metal corners at the front.
   If there is space between the paper and a fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



   NOTE: If you have the optional cassette and change the paper size, adjust both side fences to the size of the paper.
   Then set the appropriate size plate at the front of the optional cassette.
   (See page 169.)

   NOTE: ❒ Make sure that the paper fits the corners.
   ❒ Do not fill up the cassette past the load limit marker.

4. Replace the cassette carefully.

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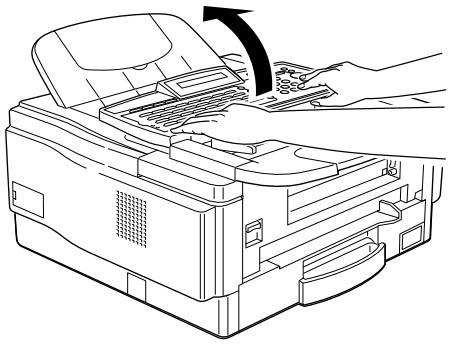
REPLACING TONER CASSETTE AND CLEANING PAD

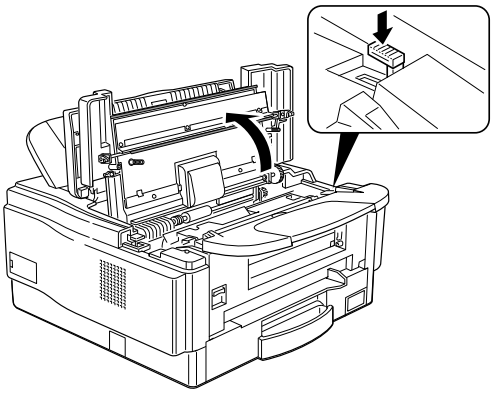
- ❒ When the Add Toner indicator ( ) starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change the toner cassette.
- ❒ When the Add Toner indicator ( ) remains lit, it is time to install a new toner cassette.

Replacement Procedure

1. Open the scanner.

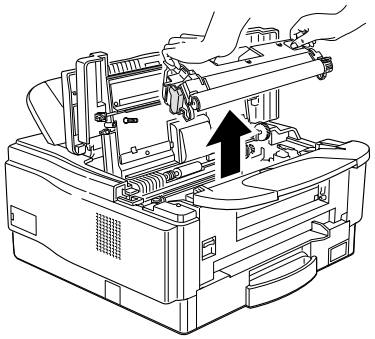


2. Open the upper cover. (Push the button on the right side.)



3. Slide out the old toner cassette.

   NOTE: Hold the cassette in the way shown in the illustration. Do not shake the cassette, or toner may spill out.



WARNING:
Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.

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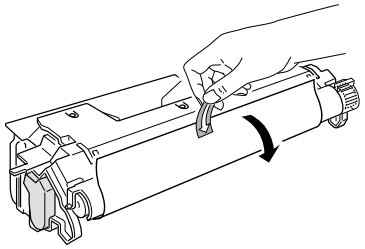
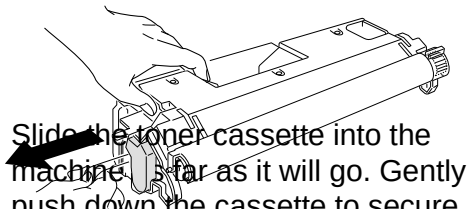
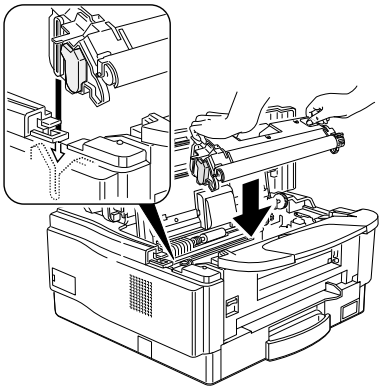
4. Pull out the transparent sheet from the side of the new cassette, as shown. Then, remove the black sheet from the front of the cassette.



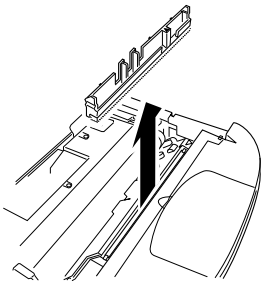


5. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.

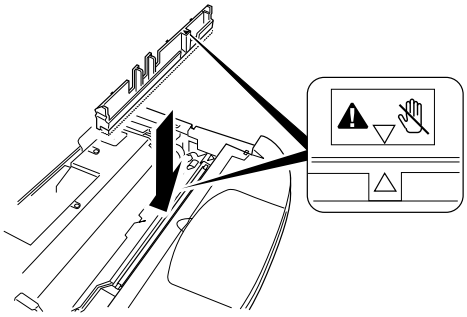


CAUTION:
Hold the cassette as shown in the illustration.
Never touch the photoconductor inside the machine (Green drum).

6. Remove the old cleaning pad.



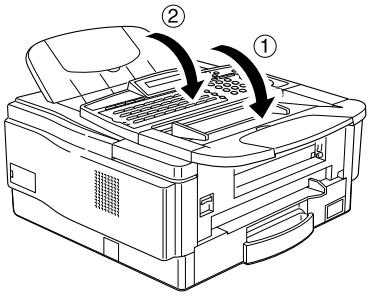
7. Install the new cleaning pad.
Match the position of the arrow on the cleaning pad with the arrow on the inside of the machine.



NOTE: Push the cleaning pad until you hear it clicking.

Important: Do not forget to install the cleaning pad. If not fitted correctly, damage may caused to the machine.

8. Close the upper cover and lower the operation panel until it clicks.



NOTE: If the upper cover does not close, the toner cassette or cleaning pad is not correctly installed.

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USER MAINTENANCE PROCEDURES

To ensure that your fax continues to operate properly, some simple maintenance is required. This entails cleaning and replacing a few components. Cleaning should be done once every 6 months. Replacements should be done after a specified number of scannings or printings.

Cleaning Reference Table

The following table shows what items you need to look after from time to time. Letters after component names in the Item column refer to the labels used in the diagrams on the following pages.

Area	Item	What to Use	Possible Problems if Not Maintained
Scanner	Separation Roller [A]	Soft damp cloth	Document non-feed or multi-feed
	Pick-up Roller [F]	Soft damp cloth	Document non-feed or jam
	Feed Roller [F]	Soft damp cloth	
	White Strip [B]	Soft damp cloth	Poor copy quality (dirty background on copies and transmitted faxes)
	R1 Roller [D]	Soft damp cloth	Document skew, or dirt on the document
	R2 Roller [D]	Soft damp cloth	
	Exposure Glass [E]	Soft damp cloth	Vertical black lines on copies and transmitted faxes

Caution: A soft damp cloth is needed. The cloth must be wrung out tightly before use. Use water only. Do not use a detergent or a solvent such as alcohol.

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Cleaning Procedure

Scanner

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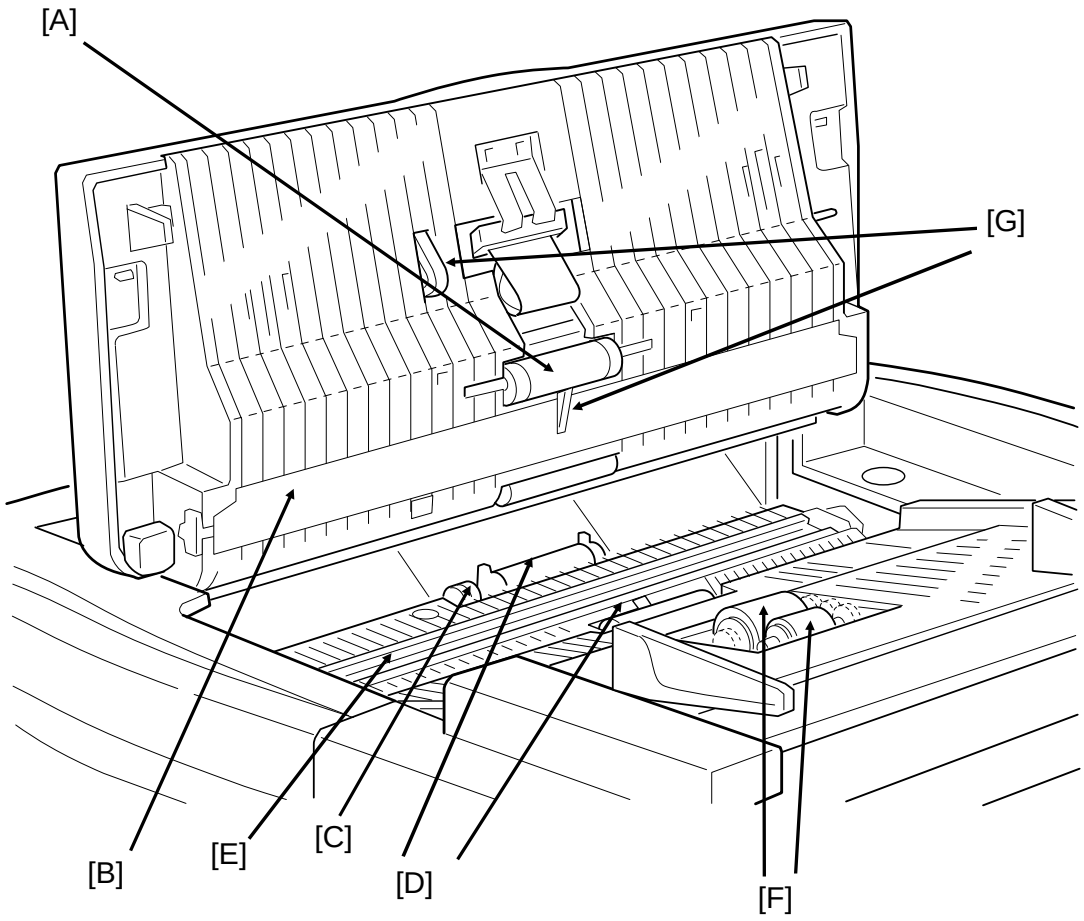
1. Prepare a soft damp cloth.
2. Turn off the main power switch.
3. Lift up the operation panel.



4. Clean the separation roller [A] with the soft damp cloth, while rotating the roller.

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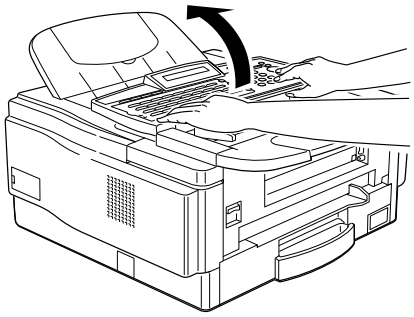
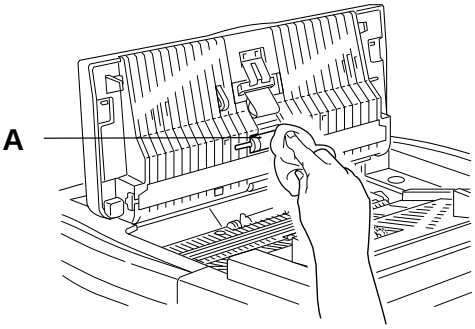
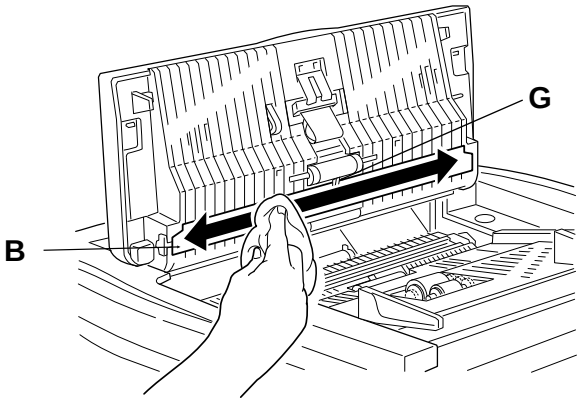
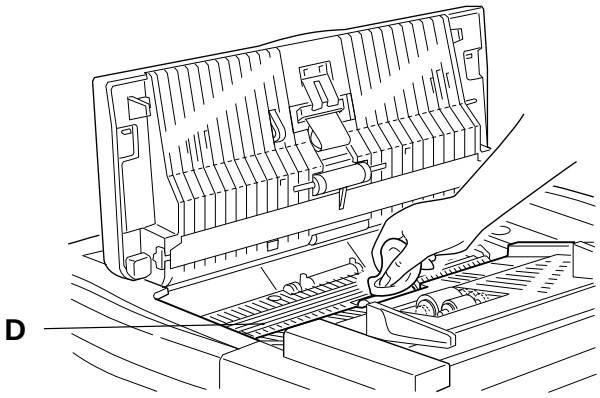
5. Clean the white strip [B] with the soft damp cloth.
   CAUTION:
   Do not damage the sensor actuator [G] (black plastic) on the white stripe.



6. Clean the R1 and R2 rollers [D] with the soft damp cloth. To rotate the rollers, gently hold the cloth down on the rollers and turn the main power switch on. The rollers will rotate once.







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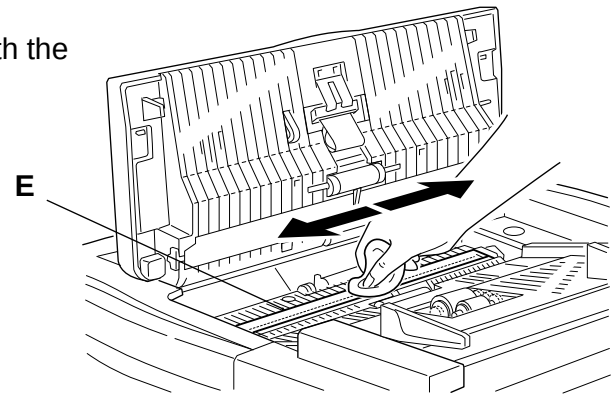
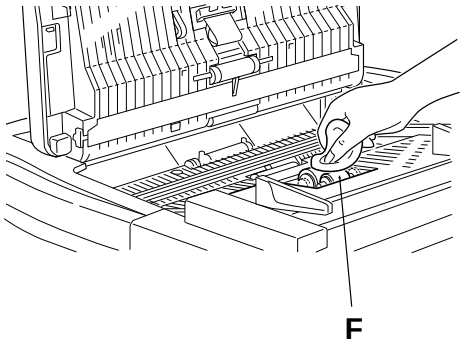
6. Turn the main power switch off.
7. Clean the exposure glass [E] with the soft damp cloth.



8. Clean the pick-up and feed rollers [F] with the soft damp cloth, while turning the rollers in the direction shown in the diagram.



9. Close the operation panel.

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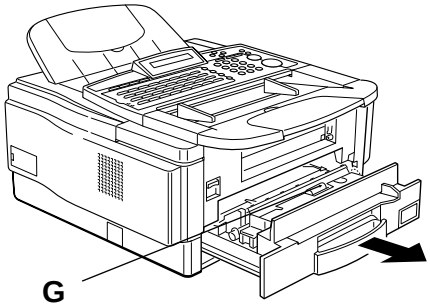
Cassette

1. Pull out the cassette.

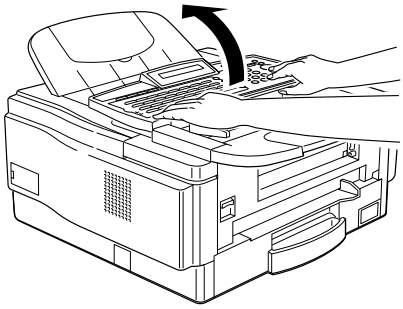


2. Clean the roller [G] using the soft damp cloth.
3. Close the cassette.

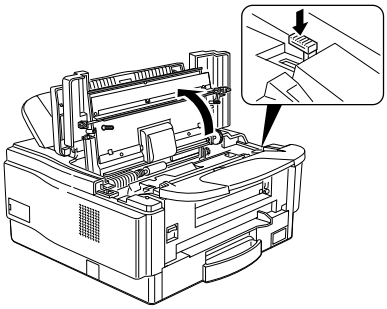
Cleaning the Corona Wire

Please clean the corona wire if vertical black lines appear on the printing image.

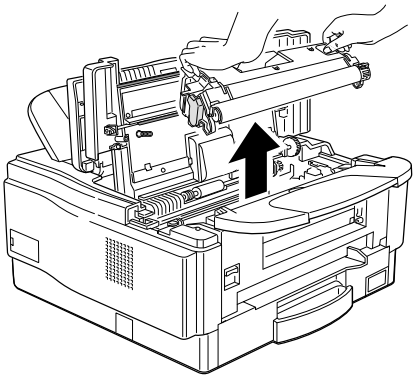
1. Lift up the operation panel.



2. Open the upper cover.



3. Remove the toner cassette. Place it on a sheet of paper.



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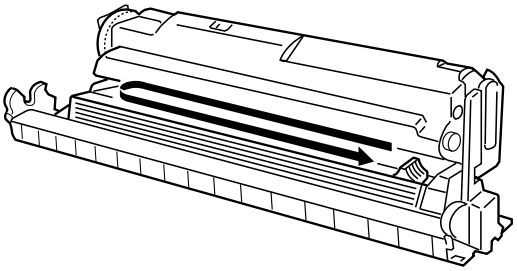
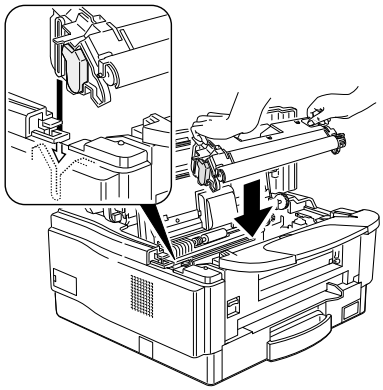
4. Gently drag the blue lever from end to end twice. Make sure the lever is returns to the original position.



5. Re-install the toner cassette.
   Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



6. Close the upper cover and lower the operation panel.

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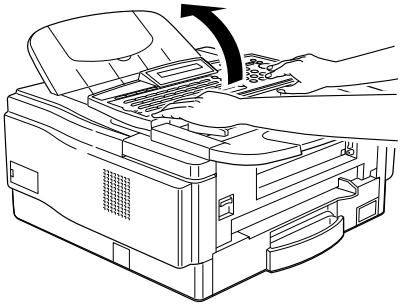
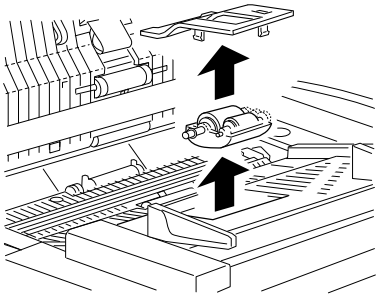
Replacing the ADF Roller Assembly and the Separation Pad

You should replace the ADF (Auto Document Feeder) roller assembly and the separation pad to prevent misfeeds about every 30,000 sheets. To check how many sheets you've scanned, please refer to the section titled "Counters" (see page 111).
To get the new roller and pad, contact your service representative.

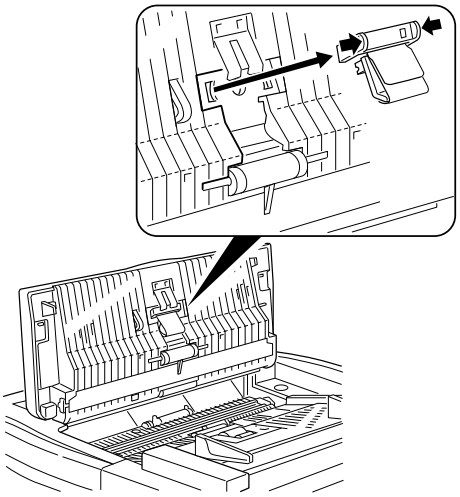
1. Open the operation panel.



2. Remove the old ADF roller assembly.



3. Remove the old separation pad.



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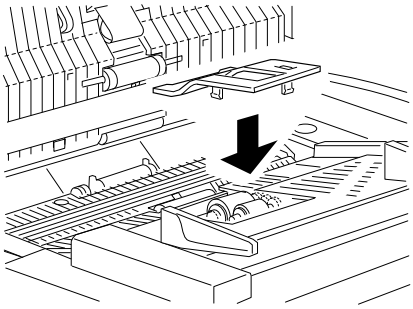
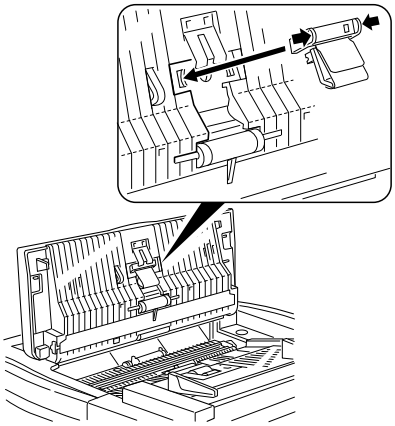
4. Install the new ADF roller assembly.



5. Install the new separation pad.



6. Close the operation panel.

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Replacing the Photoconductor

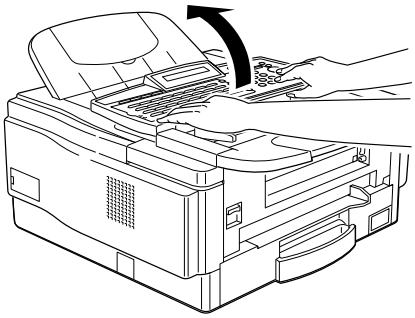
You should replace the photoconductor to maintain the copy quality after about every 30,000 sheets have been printed.

If the following display appears, replace the photoconductor.

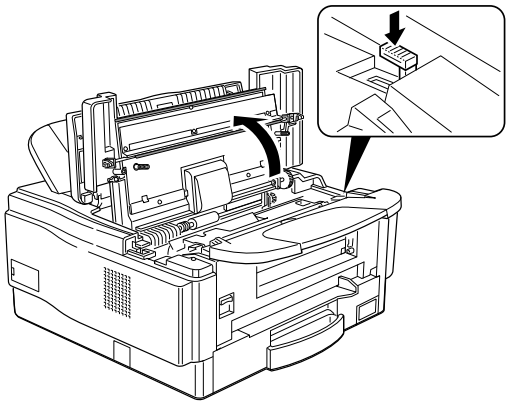
```
REPLACE PC ▼
SET DOC. OR DIAL NO.
```

To check how many sheets you've printed, please refer to the section titled "Counters" (see page 111).

1. Lift up the operation panel.

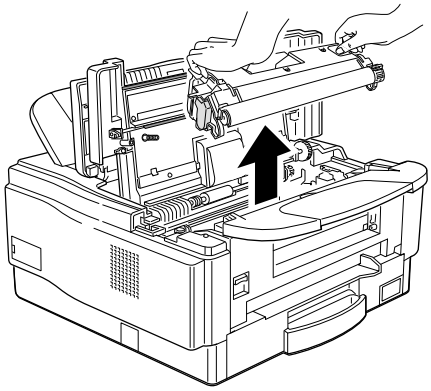


2. Open the upper cover.



3. Remove the toner cassette.

   NOTE: Do not shake the cassette, or toner may spill out.



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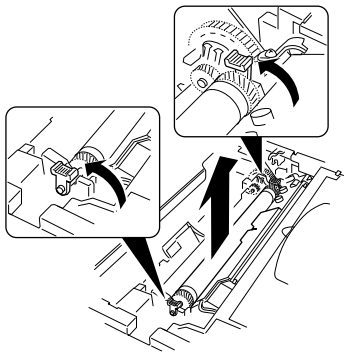
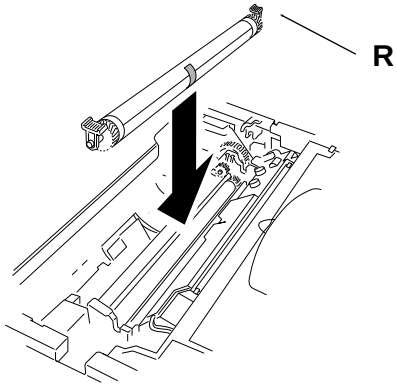
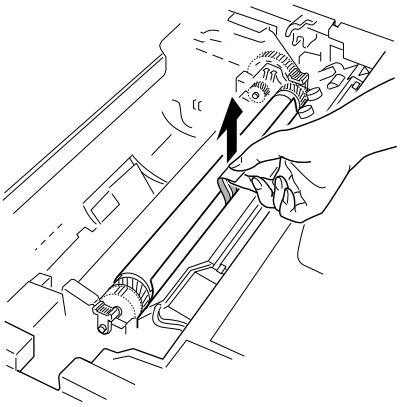
4. Remove the old the photoconductor.



5. Place the photoconductor in the machine. Pay attention to the green knobs. One of them is marked "R" for right side.

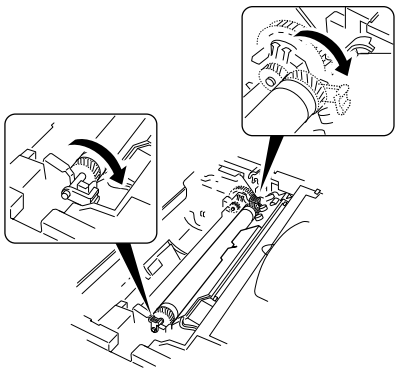


6. Remove the black sheet as shown in the lower picture.



7. Turn the green levers to lock the photoconductor in place.

   Caution: Never touch the surface of the photoconductor (Green drum).



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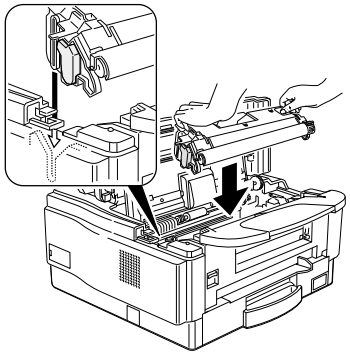
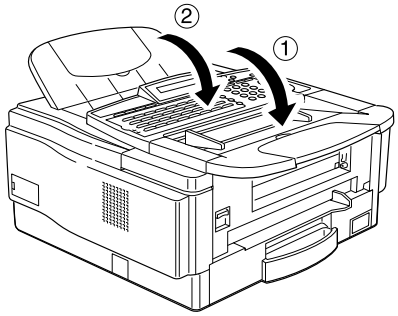
8. Replace the toner cassette.
   Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



9. Close the upper cover and the scanner.



After you replace the photoconductor, reset the counter for photoconductor inside the machine.

1. The display is shown as opposite.

```
REPLACE PC ▼
SET DOC. OR DIAL NO.
```

2. Press ▼.

```
                Y/N
REPLACE PC?
```

3. Press **Yes**.
   The counter resets.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```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CAUTION: Do not attempt to make any repairs other than those described in this manual. Removing covers may expose you to dangerous voltages and other risks. Refer all servicing to qualified personnel.

CHECK THE INDICATORS AND DISPLAY PANEL

The Check Display indicator lights if there are any problems. Check the description in the display.

DOCUMENT JAMS

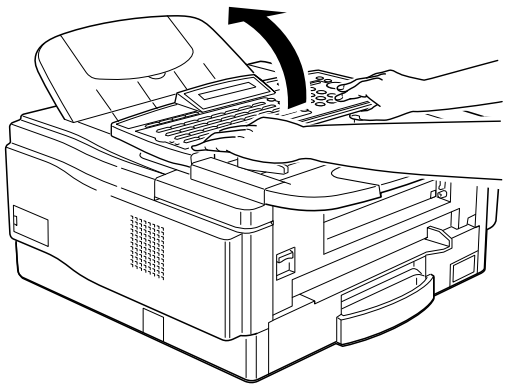
Clearing a Document Jam

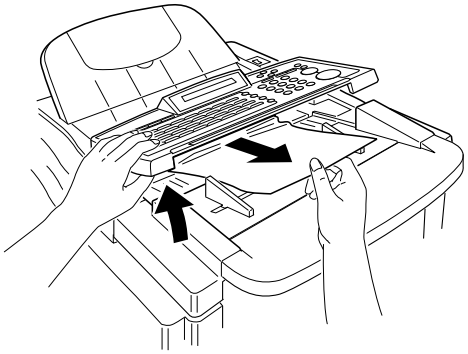
If "CLEAR ORIGINAL" appears in the display:

- ❒ There is a document jammed in the feeder. Remove the jammed document and repeat the transmission procedure.
- ❒ The document may be longer than the maximum limit (see Recommended Types of Document, page 14).

1. Pull up and open the operation panel.

2. Carefully take out the jammed original. Do not leave any pieces inside. Then close the scanner.





A defective or unrecommended document type may cause a jam. See pages 14 and 15.

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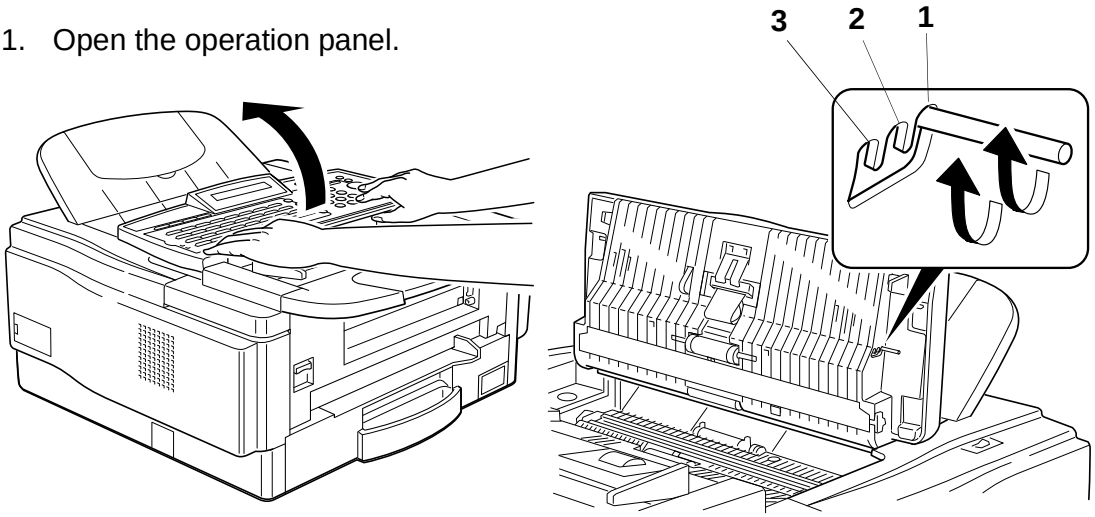
Adjusting the Document Feeder

Depending on the thickness of the paper, three settings can be selected; thin, normal, and thick.

1. Open the operation panel.



2. To meet the paper type to be scanned, adjust the lever position as shown in the following table.

Paper Thickness	Pressure	Position
Thin	Low	1
Normal	Normal	2
Thick	High	3

To correct document feed problems, adjust the lever position as shown in the following.

Problem	Position
Multi-feed Thin sheet	1
Multi-feed Thin sheet	3
Feed Jam	1
Non-feed	3

NOTE: In a new machine the setting is middle position.

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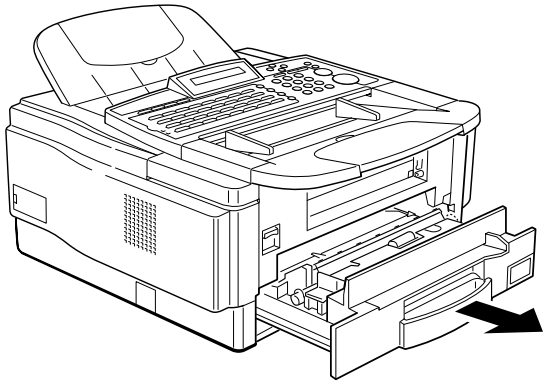
COPY JAMS

If "CLEAR COPY" appears in the display, there is a copy jam.

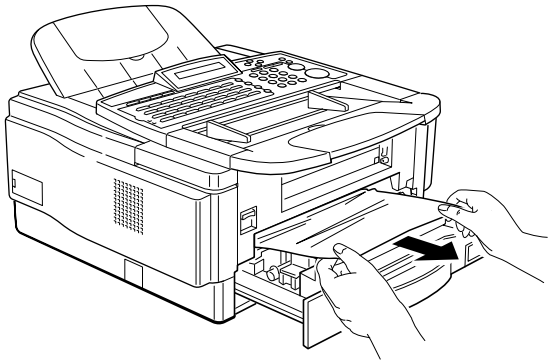
There are three possible locations:
❒ Cassette entrance
❒ Copy Feed Area (Inside the Machine Copy Exit Area)

Cassette Entrance

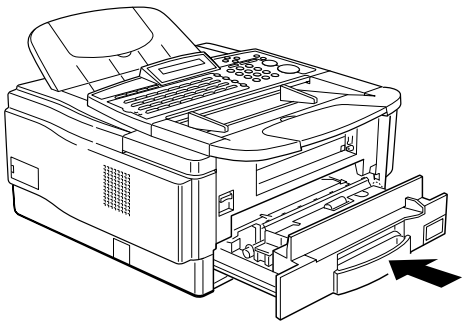
1. Pull open the cassette.



2. Gently pull out the misfed paper.
   Do not leave any pieces inside.



3. Replace the cassette.



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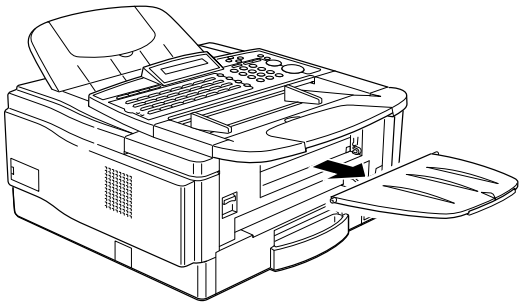
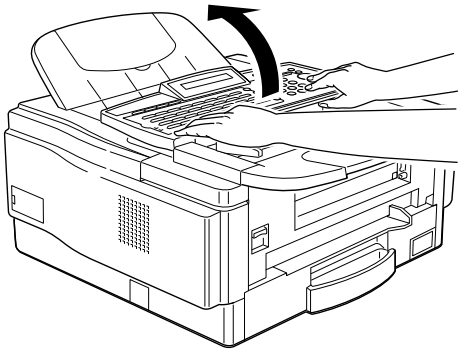
Copy Feed Area

Inside the machine

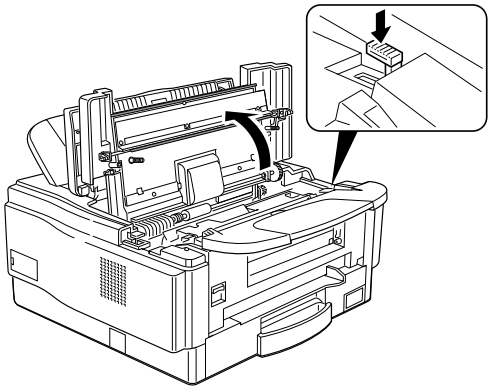
1. Remove the copy tray.



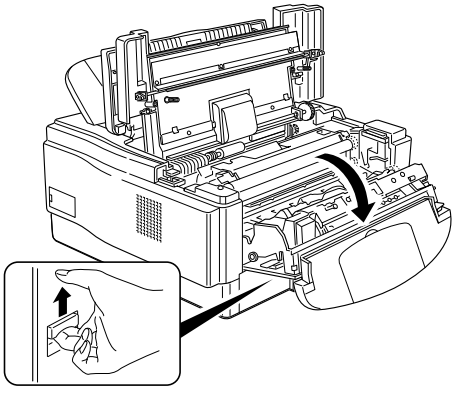
2. Pull up and open the operation panel.



3. Open the upper cover.



4. Open the front cover.



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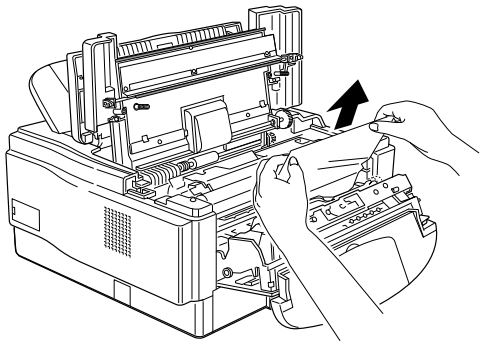
5. Pull out the jammed paper carefully.

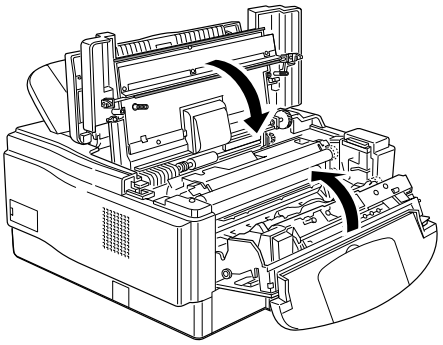


CAUTIONS:

- ❒ Do not touch the fusing unit . It may be hot.
- ❒ Do not touch the photoconductor drum.

Any toner on the paper will not be fixed to the paper. Be careful not to get your hands or clothing dirty.

6. Close the front cover and the upper cover.



7. Close the operation panel.

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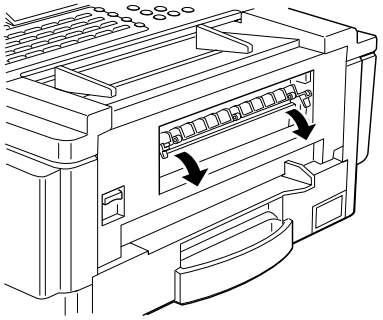
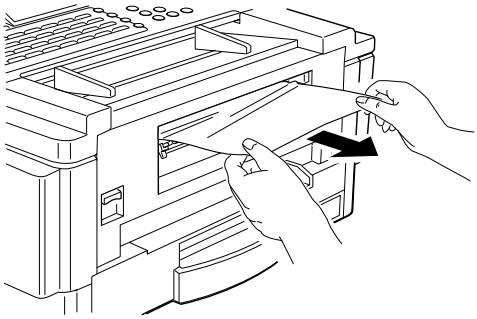
Copy Exit Area

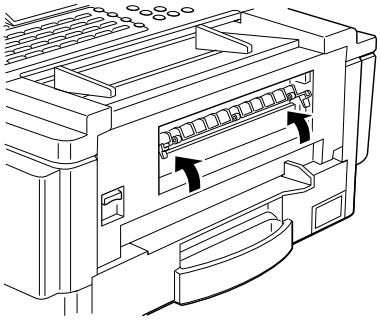
1. Open the copy exit cover.



2. Gently pull the jammed paper.



3. Close the copy exit cover.



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COMMUNICATION PROBLEMS

If "ERROR PRESS STOP KEY" appears in the display:

Press **Stop**.

- ❒ A poor line caused the communication to fail.
- ❒ The line is busy or noisy. Try to retransmit.
- ❒ The other machine is out of order.
- ❒ Ask the other party to check their machine.

OPERATING DIFFICULTIES

Problem	Required Action
STANDBY MODE	
Nothing happens when the power switch is turned on.	Check the power cord. Is it properly plugged into the outlet? ➡ Plug it in firmly.
SET DOC. OR DIAL NO is not displayed.	Switch the power on. ➡ If the Power indicator does not light, check that the power cord is plugged in.
The display does not show the Ready condition, or the machine stops during an operation.	Does CLEAR ORIGINAL or CLEAR COPY appear in the display ? ➡ Clear the misfed paper. See pages 140 and 142.
	Does ADD PAPER appear in the display? ➡ Load paper into the paper tray. See page 126.
	Does CLOSE COVER appear in the display? ➡ Close all covers.
	Is the Add Toner indicator on? ➡ Load a new toner cartridge. See page 127.
TRANSMISSION	
The original is not pulled into the auto docment feeder.	You did not feed the document far enough into the feeder. ➡ Insert the document into the feeder until it stops. Retransmit.
	Do user maintenance, especially rollers [A] and [F] (see page 129). ➡ If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 141).
	The telephone line is disconnected. ➡ Check that the line is connected properly.
	The telephone line type setting is incorrect. ➡ Check the telephone line type setting (see page 176).
	The dialed number does not contain an access code or a pause. ➡ Include the access number and a pause before the telephone number.
	The dialed number did not have enough pauses between the access number and the telephone number. ➡ Try adding more pauses after the access code.

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Problem	Action Required
Frequent original misfeeds	**Multifeeds**
	Incorrect positioning of originals ➡ Put the document in the feeder correctly. See page 18.
	Incorrect alignment of originals ➡ Align the edges of the document. See page 18.
	Curled pages ➡ Flatten the document. See page 15.
	Incorrect document type ➡ Use a proper document type. See page 15.
	Mixed document types ➡ The pages must all be of the same type.
	Static electricity on the originals ➡ Shuffle the document. See page 18.
	User maintenance is needed ➡ Do user maintenance, especially roller [A]. See page 129.
	The document feeder is not adjusted correctly. ➡ Adjust the auto document feeder. See page 141.
	Non-feeds
	Copier silicone oil on the originals ➡ Wait a few minutes, then try again.
	Incorrect alignment of originals ➡ Align the edges of the document. See page 18.
	Curled pages ➡ Flatten the document. See page 15.
	Incorrect document type ➡ Use a proper document type. See page 15.
	More than 30 pages in the feeder ➡ Do not place more than 30 pages in the automatic document feeder at once.
	User maintenance is needed ➡ Do user maintenance, especially rollers [A] and [E]. See page 129.
	The document feeder is not adjusted correctly. ➡ Adjust the auto document feeder. See page 141.

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Transmission cannot take place; CLEAR ORIGINAL appears.	The document is jammed in the feeder. ➡ Remove the jammed document (see page 140) and repeat the transmission procedure.
	The document may be longer than the maximum limit (see page 14). ➡ Make sure that none of your originals exceed this limit.
	Do user maintenance, especially rollers [A] and [F] (see page 129). ➡ If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 141).
Transmission cannot take place; the Line Fail indicator blinks. **NOTE:** Before taking action, wait until the Communicating indicator goes out, then press the **Stop** key.	The other machine is out of order. ➡ Check the error report. Ask the other party to check their machine and correct the fault.
	The line is busy or noisy. ➡ Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. ➡ Store that terminal's number as a Quick Dial key or Speed Dial Code. Then call a service technician. Inform them of the nature of the problem and give the Quick Dial key or Speed Dial Code that you stored the number in.
Consistent poor image quality when communicating with a particular terminal	
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in Manual Receive mode. ➡ Change to Auto Receive mode (see page 35).
	Power is switched off. ➡ Switch the power on.
RECEPTION/COPYING	
No printout; the Add Paper indicator is lit.	The cassettes are empty. ➡ Add paper (see page 126).
No printout; CLEAR COPY appears.	The printer has jammed. ➡ Clear the jam (see page 142).
Copies appear dirty.	Does the original have a gray or colored background? ➡ Select the Lighten contrast setting.
Copies are too light.	Does the original have a low contrast image? ➡ Select the Darken contrast setting.
Copies are blank.	The original must be placed face down in the document feeder ➡ Position the original correctly. (See page 18.)

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Copy paper misfeeds occur frequently.	Is the proper paper in the paper tray? ➡ Paper size and weight must be within the standards set for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? ➡ Always use dry, undamaged paper.
	Is the paper set properly in the paper tray? ➡ Always load paper correctly. See page 126. Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.
	Are there any pieces of misfed paper or other foreign objects in the machine? ➡ Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? ➡ Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The exposure glass is dirty. ➡ Clean the exposure glass (see page 129).
	➡ Do user maintenance, especially glass [E] (see page 129).
TELEPHONING	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. ➡ Change to Manual Receive mode (see page 35).
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. ➡ Connect the modular cord (see page 167).
POLLING	
Dialing took place, but polling could not.	ID Codes do not match. ➡ Contact the person at the other end and make sure that the ID Codes are the same before trying the communication again.

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DISPLAYED ERROR MESSAGES

The following messages may appear while you are operating or programming the machine.

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten keypad or the handset.
NO FILE EXISTS	No polling reception operations have been programmed.
	There are no messages in memory waiting for transmission.
	There are no messages in memory waiting to be polled.
	Incorrect file number. Check the file number and try again.
TOO MANY DEST.	The memory cannot hold any more telephone numbers. Either: Delete some numbers then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
USED AS GROUP	This Quick Dial key has a Group stored in it.
USED AS PROGRAM	This Quick Dial key has a Keystroke Program stored in it.
USED AS DIAL	This Quick Dial key has a telephone number stored in it.
USED AS AUTO DOC.	This Quick Dial key has an Auto Document stored in it.
USED AS TONE KEY	This Quick Dial key is programmed as the Tone key.
USED AS GROUP KEY	This Quick Dial key is programmed as the Group key.
NOT PROGRAMMED	Either: This Quick Dial key or Speed Dial Code does not contain a number. This Quick Dial key does not contain a Keystroke Program.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
PLEASE SET PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
ADD TONER	The toner cartridge is empty. Install a new cartridge.
CLEAR ORIGINAL	A document is jammed in the feeder.
CLEAR COPY	Paper is jammed in the printer.
CLOSE COVER	A cover is not closed properly. Check that all covers are closed.
UNABLE USE PRINTER	The machine cannot print a list/file, because the heater is not warm enough or the plotter is not ready.
SERVICE CALL - H	The machine is out of order. Contact your service representative.

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ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, crosstalk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service technician.

NOTE: When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party does not have the confidential or transfer function. The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.
0-70	There is a problem with the network or with the machine at the other end.
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00

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Code	Possible Cause
2-xx	Possible fault in your machine.
4-00	The page took too long to send. Send again at a lower resolution, or without halftone. The line may be bad.
4-01	There is a bad line. The telephone line at the rear of the machine may be disconnected.
4-02	The received page was too long.
4-10	ID codes did not match. Co-ordinate ID codes with the other party.
5-20 5-21	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-25	Your machine has a problem.
6-01 6-02	Poor line condition or a problem with your machine.
6-05	Poor line condition, a problem with the machine at the other end, or a problem with your machine.
6-06	A problem with the machine at the other end, or a problem with your machine.
6-08	A problem with the machine at the other end.
6-09 6-10	A problem with the machine at the other end, or a problem with your machine.
9-07	Copy jam at the cassette entrance (first, or top, paper feed station).
9-08	Copy jam inside the machine (first, or top, paper feed station).
9-09	Copy jam at the feed-out area.
9-17 9-20 9-22 9-23 9-24	There is a problem with your printer.

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CALLING THE SERVICE STATION

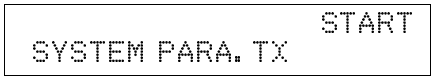
The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit.

Service Report Transmission is available when the fax number of the service representative has been programmed.

Sending a Service Report

When you need to send a service report, do the following.

1. **Function 6 2 2 2 2 7 3** and **Yes**.



2. **Start**.
   The fax number which the service technician entered appears.

If the transmission was not successful, the machine will not redial. You must repeat the operation.

Program your machine's own telephone number in order that your service representative identify the sender of the service report. (Function 61 : see page 43.)

DEDICATED TRANSMISSION PARAMETERS

If you often encounter problems when transmitting to a certain address, program that address into a Quick Dial key or Speed Dial Code.

Then contact a service technician, describe the problem, and tell them which Speed Dial or Quick Dial you have stored the number in.

The technician can instruct the machine to use different transmission parameters whenever you select that Speed Dial/Quick Dial.

If you reprogram the Speed/Quick Dial, be sure to inform your service technician.

Cross-references
Quick Dial and Speed Dial: see page 177.

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STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten keypad on the operation panel.

STORING NAMES AND LABELS

You can enter names using the Quick Dial keys. Use Quick Dial keys 01 to 26 for the letters of the alphabet, and use Quick Dial 27 as a spacebar. The letters are printed on the surface of each key. If you wish to enter a digit from 0 to 9, use the ten keypad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the ◄ and ► arrows on the circular scroll key on the operation panel.

If you wish to enter a punctuation mark or symbol, use Quick Dial 28. See "Punctuation Marks and Symbols" on the next page for more details.

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
01	A	12	L	23	W
02	B	13	M	24	X
03	C	14	N	25	Y
04	D	15	O	26	Z
05	E	16	P	27	Space
06	F	17	Q	28	Symbol
07	G	18	R	29	(
08	H	19	S	30	)
09	I	20	T	31	
10	J	21	U	32	
11	K	22	V		

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Punctuation Marks and Symbols

If you press **Quick Dial key 28** while entering a label, you can enter symbols. Select the symbol you require using the ◀ or ▶ keys.

These are the symbols you can enter:

& $! " # $ % & ' ( ) * + , / : ; < > ? @ [¥] ^

Press **Yes** when you get the symbol you want to enter.

Editing with the Clear Key and Cursor

You can move the cursor using the scroll key (◀ and ▶) to edit the name or label.
If you press **Clear**, the character to the left of the cursor is deleted.
If you enter a character, the character appears at the cursor.

IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either:
❒ Press **No** to erase the entire name or number and start again.
❒ Press **Clear** to erase the last letter or digit that you entered.

If you enter the wrong function number, either:
❒ Press **No** then input the correct function number.
❒ Press **Function** to return to standby mode and start again.

If you dialed the wrong number, either:
❒ Press **No**. If scanning has already begun, press **Stop**.
❒ If you already programmed the number into the machine by pressing **Yes**, remove the document from the document feeder and start again.

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ON/OFF SWITCHES AND USER PARAMETERS

Some of the features in this machine can be switched on or off, and some of them do not work unless they are switched on first. Other features can be adjusted in various ways. Each adjustment or on/off switch is explained in the relevant sections of the manual.

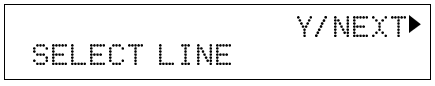
There are two user functions to help you adjust these features and switch them on/off.

❒ Function 62 (On/Off Switches)
❒ Function 63 (User Parameters)

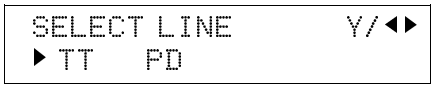
On/Off Switches

This feature allows you to switch some of the major features of the machine on or off. The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

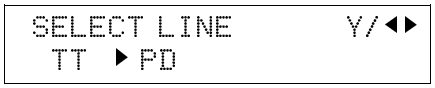
1. **Function 6 2 2 2 2 6 2** and **Yes**.



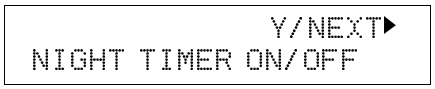
2. **Yes**.
   The first displayed item is the telephone line type: DP = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.



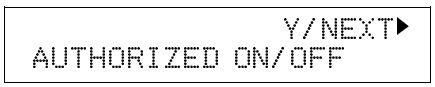
3. Change the setting by using ◀ and ▶.



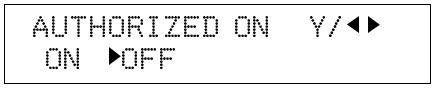
4. **Yes**.



5. Either:
   ❒ Change another setting: Go to step 6.
   ❒ Finish: **Yes** and **Function**.
6. Scroll through the list of features with ▶ until the required feature appears.
   Example: Authorized Reception press ▶ once and **Yes**.



7. Go to step 3.



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On/off switches available in this menu are

	Feature		Feature
1	Telephone Line Type	5	Daylight Saving Time/Summer Time
2	Authorized Reception	6	Memory Lock [1]
3	Night Timer	7	Forwarding [1]
4	RDS	8	Multicopy Reception [1]

([1]: Optional Feature Expander required.)

User Parameter Settings

A wide range of features can be switched on or off by using the User Parameters. However, this feature is more difficult to use than the On/Off Switches. The switches and adjustments are presented on the screen as rows of digits. Each digit can be either 0 or 1. Each feature is allocated one or more digit. The value of the digit determines the status of the feature.

The overall procedure is explained below. However, each of the adjustments that can be made using this procedure is explained in the relevant part of the manual.

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◀ and **Start**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

2. **Yes**.
   The current settings for switch 00 are now displayed on the bottom line of the display. If the settings for this switch are the way that you want them, go to step 4.

```
                KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. To change the required setting, press a number from 0 to 7 corresponding to the digit that you wish to change.
   Example: **0** from the ten key. The value of the digit changes, in this case from 0 to 1.

```
                KPAD/Y/◀▶
SWITCH 00 : 0000 0001
```

Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

4. Either:
   - ❒ Scroll through the switches with ◀ and ▶ until the required switch appears. Then go to step 3.
   - ❒ Finish: **Yes** and **Function**.

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The user parameter switches are outlined below. (*: Factory setting)

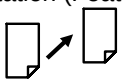
Switch 00 - Home position settings

Digit	Purpose
0	Do not use this setting.
1 2	Contrast home position Digit 2 Digit 1 Setting 0 0 Normal * 0 1 Lighten 1 0 Darken
3	Do not use this setting.
4 5	Resolution Digit 5 Digit 4 Setting Digit 5 Digit 4 Setting 0 0 Standard* 1 0 Fine 0 1 Detail 1 1 Do not use this.
6	Transmission mode 0: Memory Transmission* 1: Immediate Transmission
7	Halftone 0: Off* 1: On

Switch 01

Digit	Purpose
0 to 6	Do not change these settings.
7	If you change any of the contrast, resolution, transmission mode, or halftone settings before making a transmission, then: 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.*

Switch 02 - Printing of various items on received messages

Digit	Purpose
0	Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station (Feature Expander required). 0: Off 1: On * Forwarding Mark 
1	Center mark 0: Off* 1: On The center mark is not printed when the machine is used for making copies.
2	Do not change this setting.
3	TSI printing 0: Off* 1: On
4 to 7	Do not change these settings.

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Switch 03 - Automatic printing of reports

Digit	Purpose		
0	Communication result report (Memory Transmission)	0: Off	1: On*
1	Do not change this setting.		
2	File Reserve Report (Memory Transmission)	0: Off*	1: On
3	File Reserve Report (Polling Reception)	0: Off*	1: On
4	Communication Result Report (Polling Reception)	0: Off	1: On*
5	Transmission result report (Immediate Transmission)	0: Off	1: On*
6	Polling clear report	0: Off	1: On*
7	TCR	0: Off	1: On*

Switch 04 - Automatic printing of reports, various

Digit	Purpose		
0	Confidential reception report	0: Off	1: On*
1 to 6	Do not change these settings.		
7	Inclusion of part of the image on the following reports: Transmission Result Report, Memory Storage Report, Polling Clear Report, Communication Failure Report, Transfer Result Report, Transmission Deadline Report, Polling Confirmation List 0: No 1: Yes*		

Switch 05 - Various

Digit	Purpose		
0	Substitute reception	0: Off	1: On*
1	Memory reception if no RTI or CSI received.	0: Possible	1: Not possible*
2, 3	Do not change these settings.		
4	Restricted Access	Digit 4 Setting 0 Off*	Digit 4 Setting 1 On
5	Do not change this settings.		
6	Energy Saver mode	Digit 6 Setting 0 Heater off 1 Heater energy saver mode*	
7	Do not change this setting.		

Switch 06 Home position

Digit	Purpose		
0	Printing TTI	0: Off	1:On*
1	Do not change this setting.		
2	Closed network transmission.	0: Disabled*	1: Enabled
3	Do not change these settings.		
4	Batch Transmission (Feature Expander required)	0: Off*	1: On
5 to 7	Do not change these settings.		

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Switch 07 - Do not change these settings

Digit	Purpose
0 to 7	Do not change these settings.

Switch 08 - Various

Digit	Purpose
0, 1	Multicopy reception (Feature Expander Required) Digit 1 Digit 0 Setting X 0 Off* 0 1 Messages from senders whose RTI/CSI's are programmed are multi-copied. 1 1 Messages from senders whose RTI/CSI's are **not programmed** are multi-copied.
2, 3	Authorized Reception Digit 3 Digit 2 Setting X 0 Off * 0 1 Receive messages only from senders whose RTI/CSI's are programmed. 1 1 Receive messages only from senders whose RTI/CSI's are **not** programmed.
4, 5	Do not use these settings.
6, 7	Forwarding (Feature Expander Required) Digit 7 Digit 6 Setting X 0 Off* 0 1 Forward messages only from senders whose RTI/CSI's are programmed. 1 1 Forward messages only from senders whose RTI/CSI's are **not** programmed.

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Switch 09 - Various

Digit	Purpose
0, 1	Memory lock (Feature Expander Required) Locked messages are printed when you enter the memory lock ID. Digit 1 Digit 0 Setting X 0 Off* 0 1 Only Lock messages from senders whose RTI/CSI's are programmed. 1 1 Lock all messages except those from senders whose RTI/CSI's are programmed.
2 to 7	Do not change these settings.

Switch 10 Various

Digit	Purpose
0	Reverse order printing (Feature Expander Required) 0: Off* 1: On
1 to 6	Do not change these settings.
7	Halftone mode 0: Standard Mode* 1: Speed Mode

Switch 11 Various

Digit	Purpose
0 to 5	Do not change these settings.
6	Printing the received message when acting as a forwarding station. 0: Off 1: On*
7	Polling standby duration 0: Once* 1: Keep

Switch 12 Various

Digit	Purpose
0 and 1	Do not change these settings.
2	Toner saving mode 0: Off* 1: On Note: If on, contrast will be set to "Normal" automatically, preserving image quality. This is available when receiving fax messages and printing reports, but not for copying or printing from a PC. Further, messages sent to you in halftone mode will automatically turn off toner saving to ensure a clear image. To make sure that the fax quality is acceptable with toner saving on, print a few reports (see page 117). (Note: If the sender is using a machine made by another manufacturer, toner saving will stay on and this could lower image quality.)
3 and 4	Density of the printing image Digit 4 Digit 3 Setting Digit 4 Digit 3 Setting 0 0 Normal * 0 1 Lighten 1 0 Darken 1 1 Do not use this setting.
5 to 7	Do not change these settings.

Switch 13 - Do not use.

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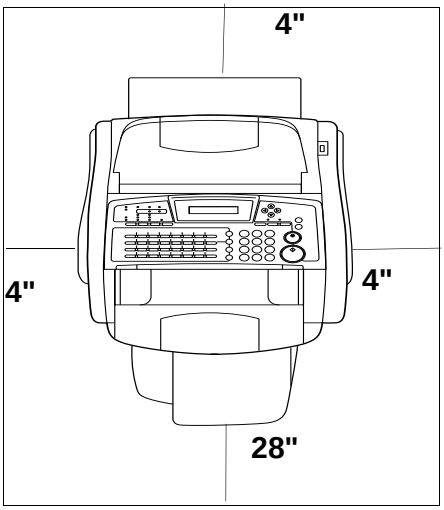
APPENDIX A INSTALLATION AND INITIAL SETTINGS

LOCATION

For the best possible performance, install your machine in a place which satisfies the following conditions.

- ❒ Not exposed to direct sunlight
- ❒ Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd^3/hr per person.
- ❒ Level
- ❒ Not subject to vibration
- ❒ Away from other electronic equipment, to avoid interference
- ❒ Away from areas containing corrosive gas
- ❒ Dust-free
- ❒ Condensation-free
- ❒ Temperature 63 to 82°F
- ❒ Humidity 40 to 70% RH (do not install near a humidifier)
- ❒ Away from heaters and air conditioners, to avoid sudden changes of temperature
- ❒ Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- ❒ With the clearance as shown on the right



NOTE: This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

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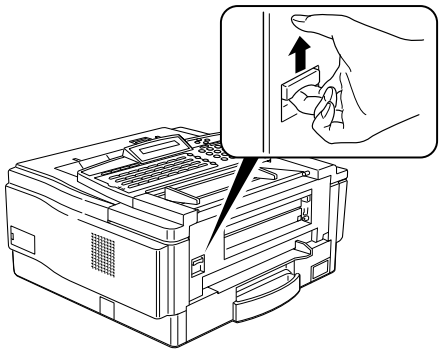
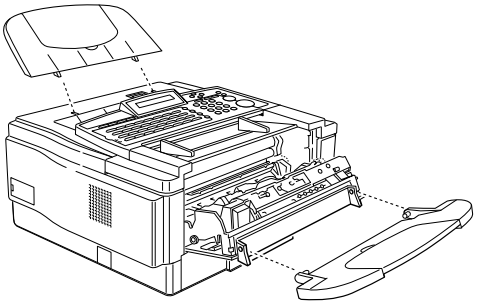
ATTACHING THE DOCUMENT TABLE AND DOCUMENT TRAY

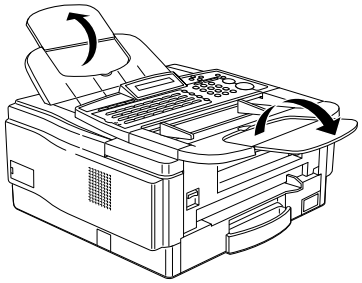
1. Open the front cover.



2. Attach the document table and the document tray as shown.

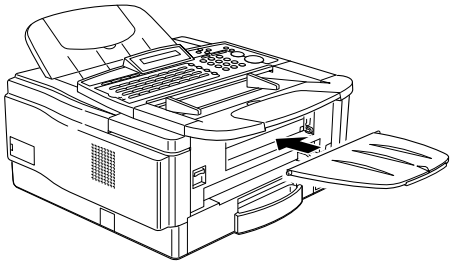


3. Close the front cover until you hear it click. If your documents are large, pull the extensions out.

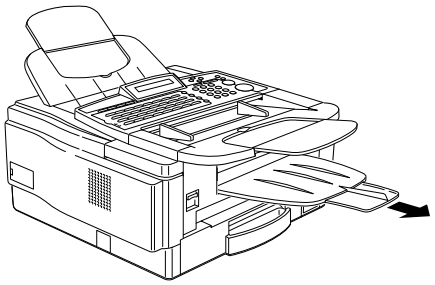


Attaching the Copy Tray

1. Attach the copy tray as shown.



2. You can also extend the copy tray.



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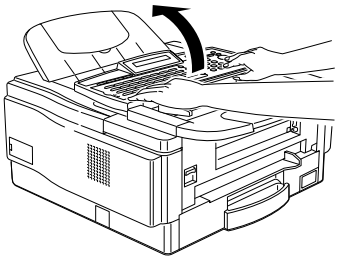
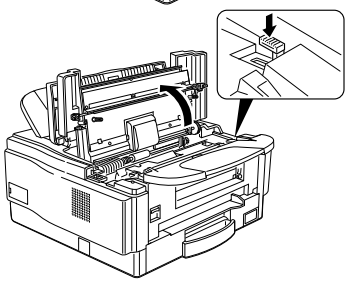
INSTALLING THE PHOTOCONDUCTOR, TONER CASSETTE AND CLEANING PAD

Before using the machine, install the photoconductor, toner cassette and cleaning pad as follows:

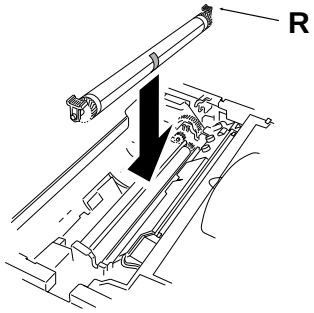
1. Lift up the operation panel.



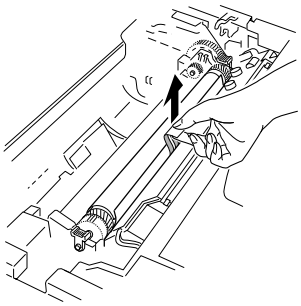
2. Open the front cover. (Push the button on the cover.)



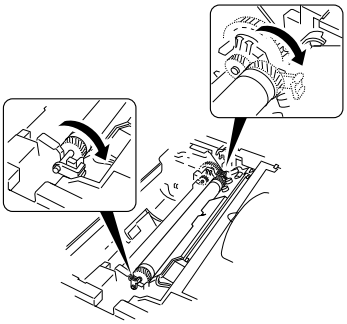
3. Place the photoconductor in the machine. Pay attention to the green knobs. One of them is marked "R" for right side.



4. Remove the black sheet as shown in the lower picture.



5. Turn the green levers to lock the photoconductor in place.
   Caution: Never touch the surface of the photoconductor (green drum).



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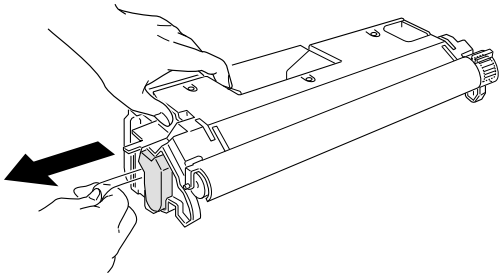
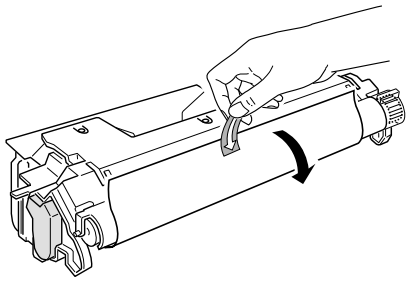
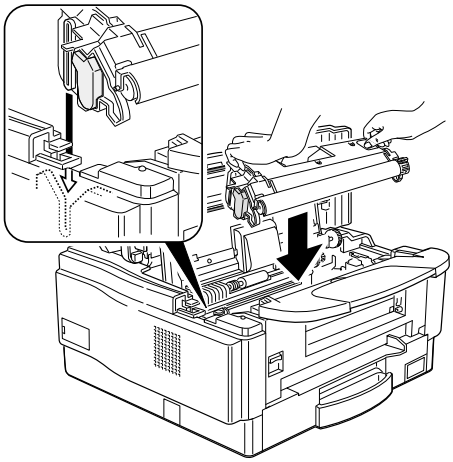
6. Pull out the transparent sheet from the side of the cassette, then remove the black sheet from the front.





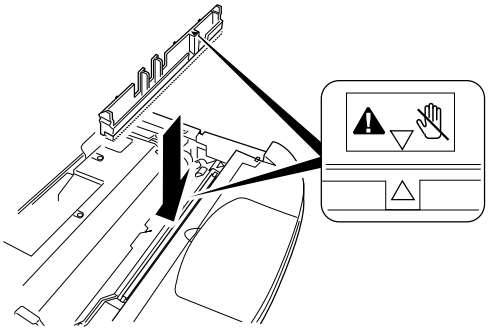
7. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



8. Install the cleaning pad as shown in the illustration.
   Match the position of the arrow on the cleaning pad with the arrow inside the machine.

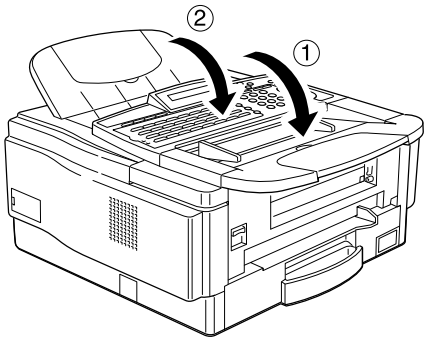
   NOTE: Push the cleaning pad until you hear it click.

   Important: Do not forget to install the cleaning pad. If not fitted correctly, damage may caused to the machine.



9. Close the upper cover and the operation panel.

   NOTE: If the top cover does not close, the toner cassette, photoconductor or cleaning pad is not correctly installed.



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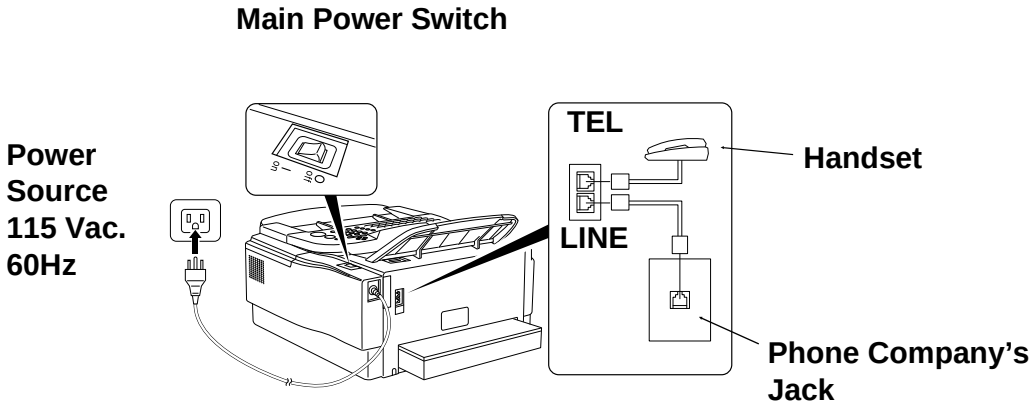
CONNECTING THE MACHINE

CAUTION:
Do not switch on until everything is connected properly.

Before using the machine it must be connected to the telephone line correctly (see below). When this has been done, plug in the power cable and switch the machine on.



- ❒ Make sure that the machine is properly connected to the telephone line and the power outlet, as shown above.
- ❒ Program the Telephone Line Type setting (use Function 62; see page 176). If your telephone normally sends out tones(touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

IMPORTANT POINTS ABOUT POWER CONNECTION

- ❒ The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
- ❒ The power cord should not be laid in a place where it might trip somebody.
- ❒ Do not lay anything on the power cord.
- ❒ If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

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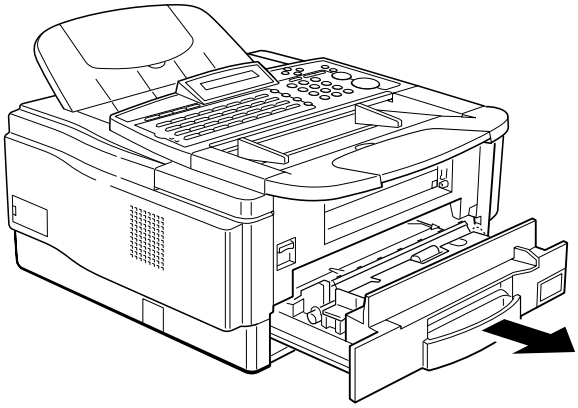
LOADING THE PAPER IN THE CASSETTE

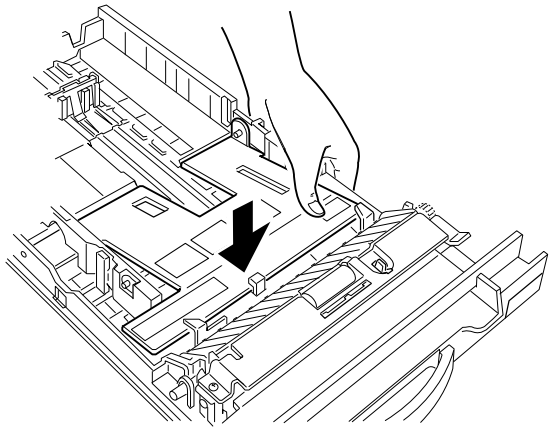
When you load the paper in the cassette, do the following.

1. Remove the cassette.

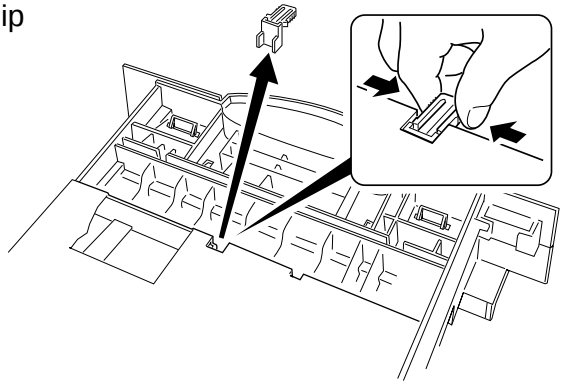
CAUTION:
To avoid dropping the cassette hold it by the front and side while pulling it out.



2. Push the metal plate down.



3. After pushing the metal plate, turn over the cassette and take out the clip as demonstrated in the illustration.



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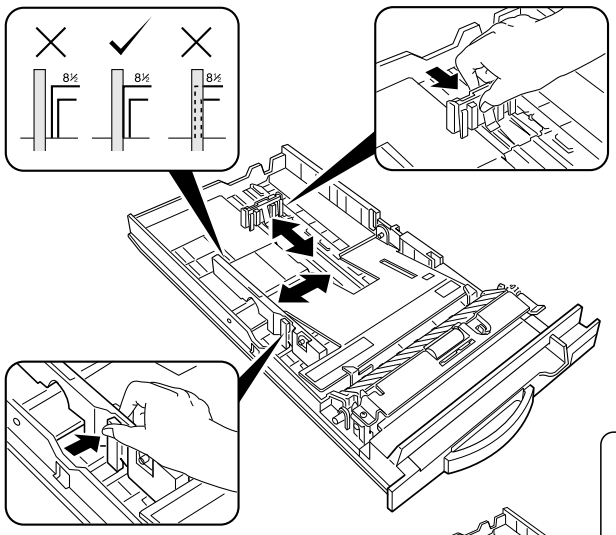
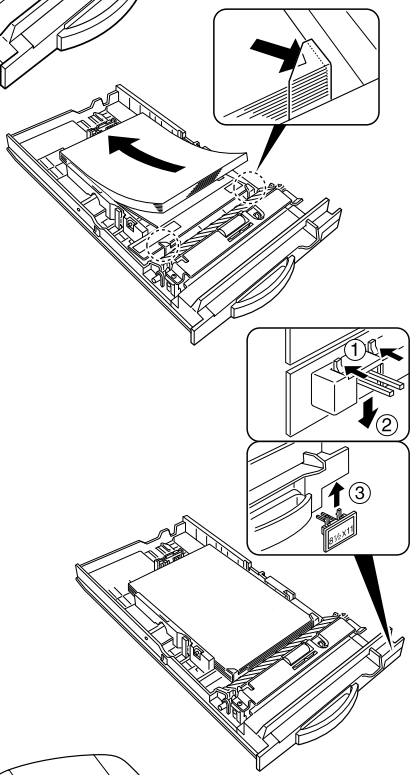
4. Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the paper tray. The fences should be aligned so that the inside edge of each fence is just touching the line of the scale (top left caption).
   To move a fence, pinch the top lever in and slide the fence in or out as shown (top right and bottom left).

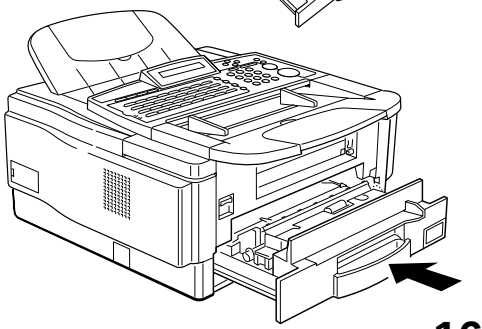


5. Lower the metal plate until it clicks. Place the paper into the tray in the direction shown opposite, making sure it fits under the metal corners at the front.
   If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



6. If you have the optional cassette, set the appropriate size plate at the front of it.

7. Replace the cassette.



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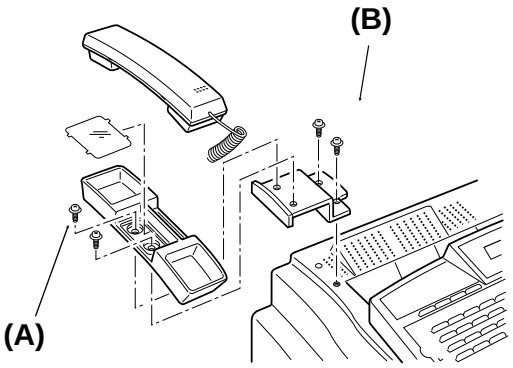
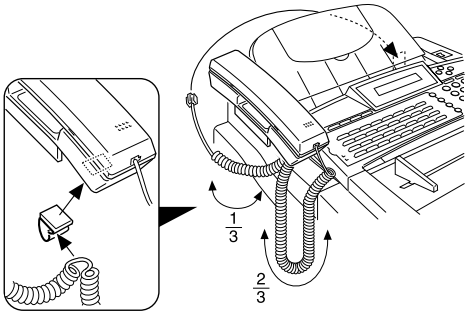
ATTACHING THE OPTIONAL HANDSET

1. Attach the handset stand to the bracket by two screws. (A)
   Then attach the bracket with stand to the machine by two screws. (B)



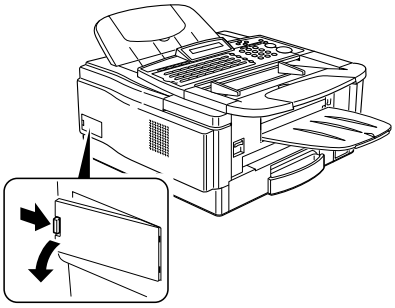
2. To avoid slack wire hanging at the rear of the machine, attach the cord clip.
   1) Insert the cord into the clip about two thirds down (see diagram).
   2) Peel off the adhesive cover on the cord clip.
   3) Fix the cord clip to the handset bracket as shown.
3. Plug the cable to "Tel" jack on rear side of the machine.



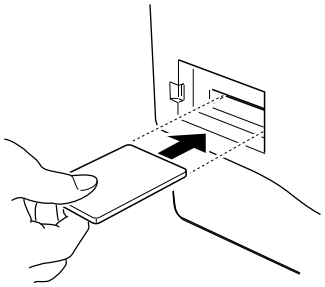
INSTALLING THE OPTIONAL FEATURE EXPANDER

Switch off the power before you install the optional feature expander.

1. Remove the cover on the left side of the machine.



2. Insert the memory card with the printed face up.
   Make sure that the machine and card contacts touch.



3. Replace the cover. Then switch on the power.

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SOME ITEMS MUST BE PROGRAMMED FIRST

Overview

After you have installed your new machine and connected it to the telephone line, there are a few things that you have to do before you start to send fax messages from your new machine.

You should set up your machine's clock and identification. In fact, for faxes sent to, from, or within the United States, the United States' Federal Communications Commission (FCC) states that the fax message must contain header information that identifies the sender (or the sender's organization), and the date and time that the fax was sent. To do this, program the following features.

❒ Date and Time/Daylight Saving Time: see page 172.
❒ RTI (Remote Terminal Identification): see page 174.
❒ TTI (Transmit Terminal Identification): see page 174.
❒ CSI (Called Subscriber Identification): see page 175.

In addition, you also have to make sure that the fax machine's dialing circuits are set up correctly. There are two settings: Pulse Dial, and Tone Dial. If you select the wrong setting, your machine will not be able to dial fax numbers. If you are not sure which setting to use, contact your telephone company. To change this setting, see the following section of the manual.

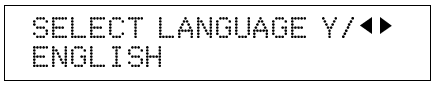
❒ Pulse Dial or Tone Dial?: see page 176.

Also, if you have a handset attached to your fax machine, make sure that its dialing circuit is also set up correctly.

Selecting the Display Language Selection

If your native language is Spanish or French, you can have the machine display instructions and print reports in either of these languages instead of in English.

1. **Function 6 2 2 2 2 9 3** and **Yes**.



2. Use the ◄ and ► to scroll the language.
3. When the correct language is displayed, press **Yes** and **Function**.
   - ❒ Once you have done this, all displays and reports will be in the selected language.

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Setting the Date and Time

Your fax machine has an internal clock. It controls the following features.

- ❒ The time display on the operation panel while the machine is idle.
- ❒ Operation of time-delay features like Send Later.
- ❒ The date and time that is printed out on pages that you receive, if Reception Time is switched on.
- ❒ The date and time that is printed out at the other end on pages received from your machine.

Program the correct date and time when you install the machine.

Cross-references:
Send Later: see page 28.

1. Press **Function 6 2 2 2 2 9 1** and **Yes**. Example: Change to 09 May '95, at 10:25AM

```
FRI                 :*/#/Y
APR 21 1995  01:35PM
```

2. Change the month using * or # (* to scroll forward, or # to scroll backward) on the ten keypad and press ▶ to move the cursor.

```
SUN                 */#/Y
MAY 21 1995  01:35PM
```

3. Change the date with the ten keypad to 09.

```
TUE                 */#/Y
MAY 09 1995  01:35PM
```

4. Type in the year and time at the keypad as 9 5 1 0 2 5.

```
TUE                 */#/Y
MAY 09  1995  10:25PM
```

5. Change AM/PM using * or # on the ten keypad.

```
TUE                 */#/Y
MAY 09  1995  10:25AM
```

6. When the display is correct, press **Yes Function**.

Daylight Saving Time

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

- ❒ When you install the machine for the first time, take care that the setting is correct before you set the date and time.

1. Press **Function 6 2 2 2 2 6 2** and **Yes**.

```
                    Y/NEXT▶
SELECT LINE
```

2. Press ▶ until the screen is as shown opposite, and then press **Yes**.

```
                    Y/NEXT▶
DAYLIGHT TIME ON/OFF
```


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3. Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is off if the display is shown as opposite.

```
DAYLIGHT          Y/◀▶
 ON   ▶OFF
```

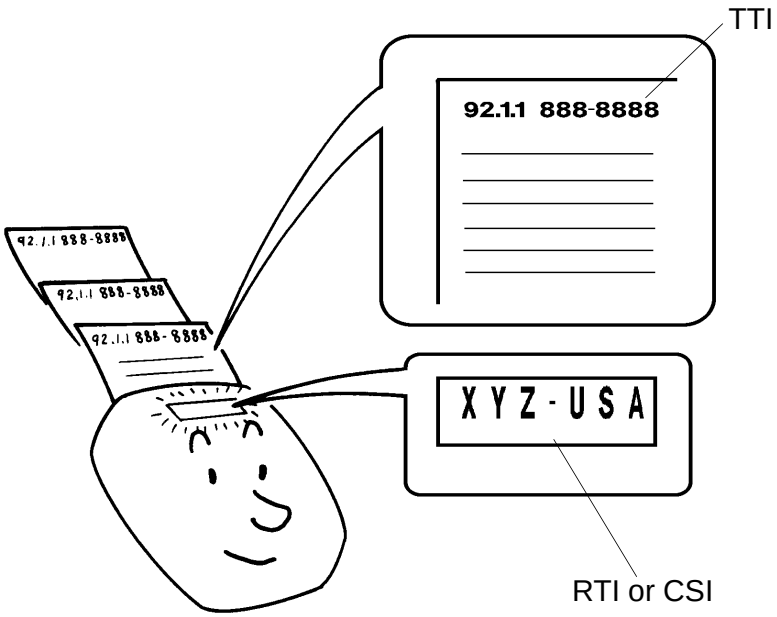
4. To store your setting: **Yes**.

Setting Your Machine's Identification

There are three labels which identify yourself to the operator at the other end. These labels are called the RTI, the TTI, and the CSI.

- ❒ RTI (Remote Terminal Identification) and CSI (Called Subscriber Identification): These appear on the receiving fax machine in the display on the operation panel during communication, and on reports after communication.
- ❒ TTI (Transmit Terminal Identification): This is printed at the other end at the top of each page received from your machine.

You can see the RTI, TTI, and CSI of the other party during the communication (see the following diagram) and on reports printed by the machine later.



Some machines may reject your transmitted fax messages if you have not stored the RTI, TTI, or CSI in advance.

NOTE: You can switch the TTI off for a particular transmission if you do not wish it to be printed on your pages as they are printed at the other end. See page 31.

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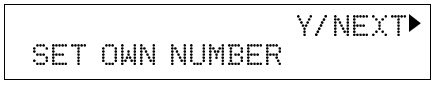
RTI (Remote Terminal Identification)

Your RTI appears on the other party's operation panel during communication, providing the other machine was made by the same manufacturer as yours. The RTI can have up to 20 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

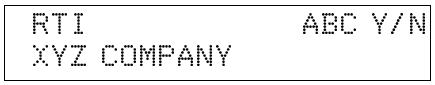
1. Press **Function 6 2 2 2 2 6 1** and **Yes**.



2. Press ▶ until the screen is as shown opposite.

3. Press **Yes**.

4. Input the RTI using the Quick Dial key or the ten keypad. (You can delete a character using **Clear**.)
   Example: XYZ COMPANY
   For how to program characters, see page 154.
   NOTE: The RTI cannot be not more than 20 characters long.



5. Press **Yes** to program the RTI. You may then enter the TTI by going to step 1 of the following procedure.

TTI (Transmit Terminal Identification)

Your TTI is printed at the other end on the top edge of each page that you send. The TTI can have up to 32 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

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1. Either:
   - ❒ To enter the RTI from the standby mode, press **Function 6 2 2 2 2 6 1** and **Yes**. And then press ▶ until the screen is as shown opposite. Then press **Yes**.
   - ❒ If you have just entered the RTI in the previous procedure, press **Yes**.

```
                    Y/NEXT▶
SET TTI
```

2. Either:
   - ❒ If no TTI has been stored, input the TTI using the Quick Dial keys and the ten keypad.
   - ❒ If a TTI has already been stored, and/or you do not wish to edit: **No** and go to step 4.
   - ❒ To change or enter the TTI, press **Yes**, then edit your TTI
     Example: XYZ HEAD OFFICE
     NOTE: You may use up to 32 characters.

? For how to program characters , see page 154.

```
TTI                 ABC
```

```
TTI  CHANGE?        Y/N
XYZ HEAD OFFICE
```

```
TTI  CHANGE?        Y/N
XYZ HEAD OFFICE
```

To edit the TTI to "XYZ NY OFFICE", for example, move the cursor below H using ◀ and ▶. Press **Clear** four times and input NY.

```
TTI                 ABC Y/N
XYZ NY OFFICE
```

3. Press **Yes** to enter the TTI.
4. You may wish to enter the CSI next. Either:
   - ❒ Go to step 1 in the following procedure of CSI programming.
   - ❒ Press **Function** to return to the standby mode.

CSI (Called Subscriber Identification)

Your CSI appears on the other party's operation panel during communication instead of your RTI, if the other party's machine is another manufacturer's product. The CSI can have up to 20 characters (only numbers and spaces can be used). Enter your fax machine's telephone number, because some features of your machine may not work if the CSI is not the same as the telephone number.

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1. Either:
   - ❒ If you are starting from standby mode, press **Function 6 2 2 2 2 6 1** and **Yes**. And then press ▶ until the screen is as shown opposite. Finally press **Yes**.
   - ❒ If you have just entered the TTI in the previous procedure, press **Yes**.

```
                    Y/NEXT▶
SET CSI
```

```
CSI                 KPAD
```

2. Input your telephone number.
   Example: 2125556789

```
CSI          KPAD/Y/◀▶
2125556789
```

   NOTE: You may use up to 20 digits.
   - ❒ If you wish to input a "+" sign (common practice in Europe), use Quick Dial 28 (symbol).

3. **Yes** and **Function**.

Pulse Dial or Tone Dial?

If the setting of this feature is incorrect, you will not be able to dial using the machine's keypad or automatic dialer.

There are two basic types of telephone company exchange:
- ❒ Exchanges using Tone Dialing (also known as touch tone, DTMF, TT, or sometimes PB)
- ❒ Exchanges using Pulse Dialing (also known as rotary dial, PD or DP)

The telephone line type setting in your fax machine must match the type of exchange that you are connected to. If you are not sure what type your local exchange is, ask the telephone company.

NOTE: If there is a handset connected to your fax machine, make sure that it is also set up in the correct dialing mode.

Change the line type setting for the fax machine using Function 62.

1. Press **Function 6 2 2 2 2 6 2** and **Yes**. Make sure that the display is as shown opposite.
2. Press **Yes**.
   PD = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.
3. Change the setting by using ◀ or ▶.
4. To finish, press **Yes** and **Function**.

```
                    Y/ NEXT▶
SELECT LINE
```

```
SELECT LINE         Y/◀▶
▶TT  PD
```


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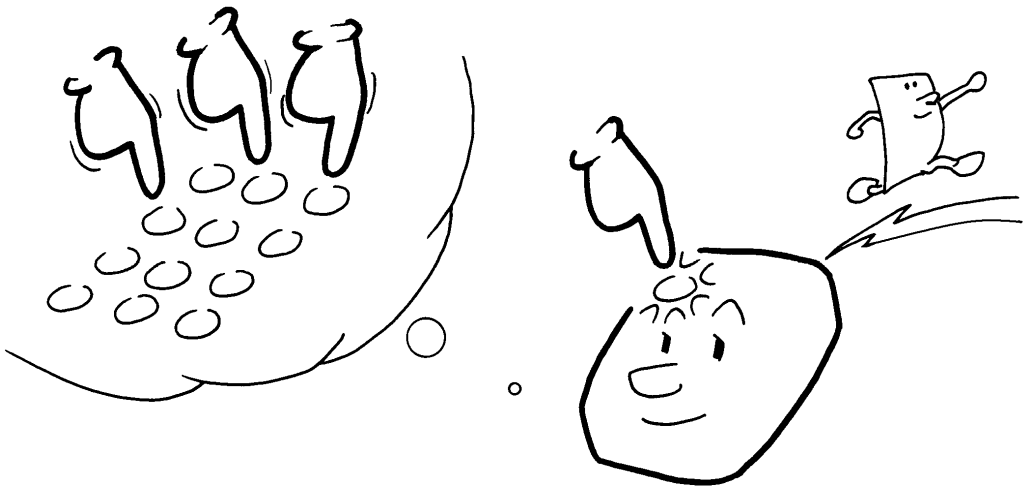
QUICK DIAL, SPEED DIAL, AND GROUP DIAL

Three Convenient Ways to Dial



Instead of dialing the full number on the fax machine's keypad, you can use Speed Dial, Quick Dial or Group Dial.

These features allow you to store telephone numbers in your machine's memory. (A stored number will remain in the memory, and you can use it as many times as you wish without having to reprogram it.)

Then, when you need to dial a number, just call it up (by pressing the required Quick Dial key or two digit Speed Dial code).

Quick Dial and Speed Dial

Quick Dial and Speed Dial are very convenient for dialing numbers that you often call, especially if these numbers are very long (like international numbers).

These features greatly improve the convenience of operating your machine. However, first, you have to program the telephone numbers that you need into the Quick Dial Keys and Speed Dial Codes in your machine.

After programming your Quick Dials and Speed Dials, you can dial a telephone number with very few keystrokes.

- ❒ For Quick Dial, just press a Quick Dial key then press Start.
- ❒ For Speed Dial, press the key on the operation panel labeled "Speed Dial", enter a two-digit Speed Dial code, then press Start.

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You can store up to 32 Quick Dial keys and 50 Speed Dial Codes in this model.

When you store a Quick Dial or Speed Dial, you can also store the name of the other party as a quick reference (this name will be displayed on the operation panel before you press the Start key, so you can check whether you have selected the correct number).

Groups

If you frequently send the same message at the same time to more than one place, program these telephone numbers into a group. Then you can send the messages to all the addresses in that group with just a few keystrokes.

You can also program a name for that group (for example, "Branch Offices"), which will be displayed before you press the Start key. This helps you to check whether you have selected the correct group.

You can store up to 7 Groups in this machine.

Groups can be used with the following features.
❒ Broadcasting (Sending to More Than One Location); see page 20.
❒ Polling Reception; see page 102.

Caution: There are limits on the number of addresses that can be dialed with each of these features. Do not store more numbers in the group than the capacity of the feature that you plan to use it with. These limits are:

Broadcasting: 132 addresses
Polling Reception: 132 addresses

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Programming Quick Dial

This machine has 32 Quick Dial keys (01 to 32), each of which can be programmed as **one** of the following: Quick Dial key, Group, Auto Document, or Keystroke Program. The page number in the following table shows the location of the programming procedure.

1	Quick Dial	A fax or telephone number	This page
2	Group	A set of fax numbers that you often wish to send the same fax to at the same time.	Page 184
3	Keystroke Program	A program of settings, features, and destinations.	Page 47
4	Auto Document	A page that you often send, such as a map.	Page 53

Using the following procedure, you can store telephone numbers as Quick Dials.

Note: You cannot use the following procedure to store Groups, Keystroke Programs or Auto Documents.

Programming a New Quick Dial

1. Press **Function 3 1** and **Yes**.
   - ❒ At this time, you can print a Quick Dial List if you press ◄ and **Start**.

```
                    QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

2. Press the Quick Dial key that you wish to program.
   Example: Quick Dial **01**
   NOTE: Press the **01** of the Quick Dial key not **0** and **1** on the ten keypad.
   - ❒ If you pressed the wrong key, scroll using ◄ and ►.

```
 01      PROGRAM? Y/◄►
```

3. **Yes**.

```
 01               KPAD/N
```

4. Enter the telephone number at the operation panel's ten keypad.

```
 01             KPAD/Y/N
2125551234
```

If your machine is behind a PBX, include the access code and a pause before the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**.

```
 01                    Y/N
PROGRAM LABEL?
```


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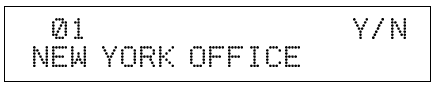
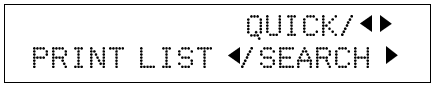
6. To enter a label for this Quick Dial press **Yes**.
   NOTE: If you do not wish to enter a label, press **No**. Go to step 9.

7. Enter the label
   Example: NEW YORK OFFICE
   Enter the characters using the Quick Dial keys and the ten keypad.
   For how to enter labels, see page 154.



8. **Yes**.



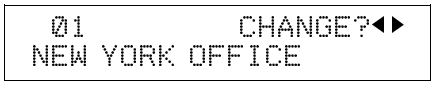
9. Either:
   ❒ Program another: Go to step 2.
   ❒ Finish: **Function**.

APPENDIX A

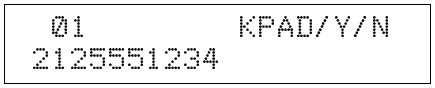
Editing a Quick Dial

1. **Function 3 1**and **Yes**.

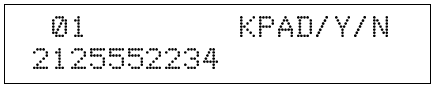
2. Press the Quick Dial key that you wish to edit.
   Example: Quick Dial key 01.
   ❒ If the wrong number is displayed, use the ◀ and ▶ keys to scroll through the Quick Dial Keys on the screen.



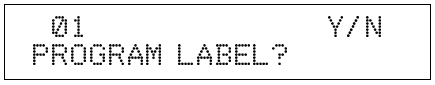
3. **Yes**.



4. Edit the number.
   ❒ Enter numbers at the cursor which can be moved using the ◀ and ▶ key. Use **Clear** to delete a digit.



   After entering the new number, press **Yes**.



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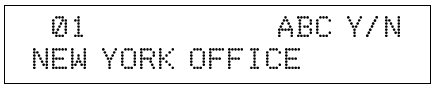
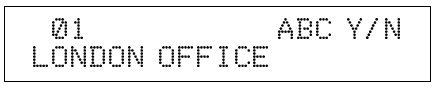
5. Either
   - ❒ Change the label: Edit the existing label, then press **Yes**. Go to step 6.

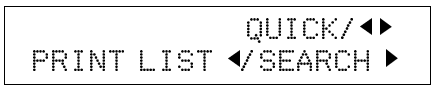
   

   - ❒ Keep the label as it is: press **Yes** twice. Go to step 8
6. Edit the label .
   Example: LONDON OFFICE

   ? For how to edit: See page 154.

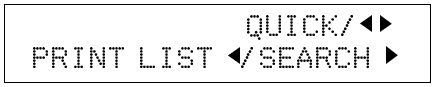
7. **Yes**.

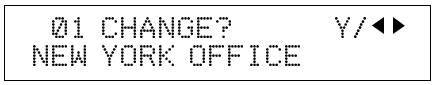
8. Either:
   - ❒ Edit another: Go to step 2.
   - ❒ Finish: **Function**.

Erasing a Quick Dial

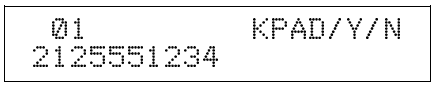
1. **Function 3 1** and **Yes**.

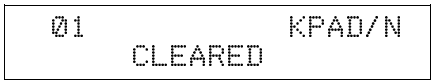
2. Press the Quick Dial key that you wish to erase.
   Example: Quick Dial key **01**.
   - ❒ Use ◄ and ► to move the cursor to scroll through Quick Dial numbers.

3. **Yes**.

4. **No** and **Yes**.

5. Either:
   - ❒ Edit another: Go to step 2.

   - ❒ Finish: **Function**.

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Programming Speed Dials

Using this feature, you can store telephone numbers as Speed Dial Codes.

Programming a New Speed Dial

1. **Function 3 2** and **Yes**.

```
                KPAD◄►
PRINT LIST ◄/SEARCH►
```

2. Input the Speed Dial Code that you wish to program (from 00 to 49).
   Example:
   If you want to program Speed Dial code 01; press **0** and **1** on the ten keypad.

```
 01 PROGRAM?     Y/◄►
```

3. **Yes**.

```
 01              KPAD/N
```

4. Enter the telephone number at the operation panel's ten keypad.

```
 01          KPAD/Y/N
01144755551234
```

If your machine is behind a PBX, include the access code and a pause before the telephone number.
For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**.

```
 01                 Y/N
PROGRAM LABEL?
```

6. Either
   - ❒ If you want to program the label for this Speed Dial, press **Yes**.

```
 01           ABC
```

   - ❒ Do not program a label for this number: Press **No** and go to step 9.

7. Enter a label.

```
 01           ABC Y/N
XYZ CO. LONDON
```

? Inputting and editing labels: see page 154.

8. **Yes.**

```
 ■■             KPAD/◄►
PRINT LIST ◄/SEARCH ►
```

9. Either:
   - ❒ Program another: Go to step 2.
   - ❒ Finish: **Function**.

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Editing a Speed Dial

1. **Function 3 2** and **Yes**.

```
                KPAD/◄►
PRINT LIST ◄/SEARCH►
```

2. Input the Speed Dial Code that you wish to edit (from 00 to 49).
   Example:
   If you want to edit Speed Dial code 01, enter **0 1** on the ten keypad.
   NOTE: You can search through Speed Dial codes using ◄ and ►.

```
 01    CHANGE?   Y/◄►
XYZ CO. LONDON
```

3. **Yes**.

```
 01          KPAD/Y/N
01147755551234
```

4. Edit the number.

   ❒ Enter numbers at the cursor which can be moved using the ◄ and ► key. Use **Clear** to delete a digit.

   After entering the new number, press **Yes**.

```
 01                Y/N
PROGRAM LABEL?
```

5. Either
   ❒ Change the label: Edit the existing label, then press **Yes** and go to step 6.
   ❒ Keep the label as it is: press **No** and go to step 8.

```
 01           ABC Y/N
NEW YORK OFFICE
```

6. Edit the label.
   Example: LONDON OFFICE

```
 01           ABC Y/N
LONDON OFFICE
```

   ❒ Enter characters at the cursor which can be moved using the ◄ and ► keys. Use **Clear** to delete a digit.

? For how to edit: See page 154.

7. **Yes**.

```
                KPAD/◄►
PRINT LIST ◄/SEARCH ►
```

8. Either:
   ❒ Edit another: Go to step 2.
   ❒ Finish: **Function**.

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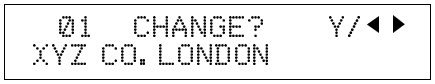
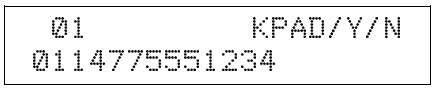
Erasing a Speed Dial

1. **Function 3 2** and **Yes**.

2. Input the Speed Dial Code that you wish to erase. Example: If you want to erase Speed Dial code 01; press **0** and **1** on the ten keypad.
   - ❒ If the wrong number is displayed, use ◀ and ▶ to scroll through the Speed Dial Codes on the screen.

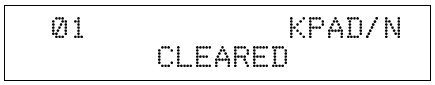


3. **Yes**.



4. **No** and **Yes**.
   After erasing a number, you can store a new one to replace it.

   If you do not wish to erase another Speed Dial number, go to step 2 to continue or press **Function** if you have finished.



Programming Groups

Groups allow you to combine some numbers into one group, for easy sequential transmission to all the numbers in that group. These numbers can be selected from those already stored in Quick Dial keys or Speed Dial Codes, or you can select other numbers by entering them at the keypad.

You can also store a label with each Group. This label will be displayed when you select the Group.

NOTE: See page 20 for how to dial a group.

The Group programming procedure has several stages. Entering Group Programming mode will be explained first, followed by the other stages.

Entering Group Programming Mode and Selecting a Group

1. **Function 3 3** and **Yes**.

2. Input the number of the group that you wish to program.
   - ❒ There are 7 groups, from 1 to 7.

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Example: Group: 1
Enter **1** on the ten keypad and **Yes**.

```
GROUP              Y/N
PROGRAM QUICK?
```

- ❒ If this group already exists, go to step 4.
- ❒ If you input the wrong group number, press **No**.

3. Either:
   - ❒ If you do not want to program this group into a Quick Dial key: **No** and go to step 6.
   - ❒ If you want to program this group into a Quick Dial key: **Yes**.

```
GROUP 1         QUICK/N
```

4. Press the Quick Dial key in which you wish to store this new group.
   Example: Quick Dial key 08.
   - ❒ If you press the wrong key: **No**.

```
GROUP 1            Y/N
 08
```

5. **Yes**.

```
GROUP 1            Y/N
PROGRAM LABEL?
```

6. Either:
   - ❒ If you want to program a label for this Group: Press **Yes** and go to step 7.
   - ❒ If you do not wish to program a label: Press **No** and go to step 9.

7. Input a label using the Quick Dial keys and the ten keypad (such as DISTRIBUTORS).

```
GROUP 1      ABC /Y/N
DISTRIBUTORS
```

8. **Yes**.

```
GROUP 1          DIAL/N
```

9. Input the number that you wish to store in the group. For example:
   - ❒ Quick Dial 25: Press the **25** on the ten keypad.

```
GROUP 1            Y/N
 25
```

   - ❒ Speed Dial 00: **Speed Dial** key and then **0** and **0** from the ten keypad.

```
GROUP 1            Y/N
 00
```

   - ❒ Full number: Input it at the keypad on the operation panel.

```
GROUP 1            Y/N
00144215842261
```


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10. **Yes**.
    If "ALREADY PROGRAMMED" appears, either;
    - ❒ Keep the number: **No**.
    - ❒ Erase the number : **Yes**.

NOTE: Do not store more than 132 numbers in a Group.

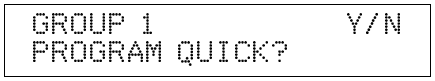
11. Either:
    - ❒ Input another number: Go to step 9.
    - ❒ Finish storing numbers in this group: **No**. And go to step 12.
12. Now you can either:
    - ❒ Start working on another Group. Go to step 2.
    - ❒ Return to standby mode by pressing **Function**.

Editing and Erasing the Group

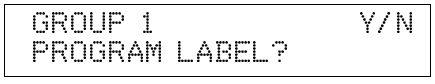
This procedure deletes or edits this Group and all the numbers stored in it. The Speed Dial Codes and Quick Dial keys that you used in this Group will not be deleted from the memory; you can continue to use them for other purposes.

1. **Function 3 3** and **Yes**.

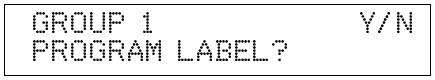
2. Input the number of the group that you wish to alter.
   Example: If you want to delete or edit the contents of the Group 1; press **1** on the ten keypad. And press **Yes**.



3. Either:
   - ❒ If you want to change the Quick Dial key where that Group is stored: **Yes**.
     Then press **No** and press a new Quick Dial key. (**NOTE:** If that Group is not programmed into a Quick Dial key, you don't have to do it.)
     Then press **Yes** and go to step 4.



   - ❒ If you don't want to program that group into a Quick Dial key, press **No**, then go to step 4.



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4. Either:
   - ❒ If you want change the label, press **Yes**.
     Edit the label and press **Yes**.
   - ❒ If you want to keep this label, press **No**.

```
GROUP 1        ABC Y/N
DISTRIBUTOR
```

```
GROUP 1         DIAL/N
```

5. Input a number that you wish to store in or erase from the group.
   Example:
   Quick Dial 01: Quick Dial key 01.
   Speed Dial 30: **Speed Dial**, **3** and **0** on the ten keypad.
   Full number: Enter it at the ten keypad.

```
GROUP 1             Y/N
SPEED 30
```

6. **Yes**.
   If "ALREADY PROGRAMMED" appears, either:
   - ❒ Keep the number: **No**.
   - ❒ Erase the number **Yes**.
     Go back to step 5.

```
GROUP 1         DIAL/N
```

7. Either:
   - ❒ Store or erase another number: Go to step 5.
   - ❒ Finish: **Function**.
   - ❒ To erase a group completely, you must erase every telephone number from the group individually, using steps 5 and 6.

Programming the Group Key

You can program 7 groups. However, if there aren't enough free Quick Dial keys for your groups, the Group key can be useful.
You have to program Quick Dial 32 as the Group key.

1. **Function 3 1** and **Yes**.

```
                QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

2. Press **Quick Dial 32**.

```
 32 PROGRAM?    Y/◄►
```

3. **Yes**.

```
 32 PROGRAM?    Y/N
PROGRAM GROUP KEY?
```

4. **Yes**.
   Quick Dial **32** has been programmed as a Group key.

```
                QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

? For how to transmit using the Group key, see page 21 .

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Storage Capacity for Telephone Numbers

When you use the three features listed in the following table, you can dial more than one number. Some functions have different capacities.

COMMUNICATION FEATURE	PAGE	MAX. NUMBER OF ADDRESSES/FAX MESSAGE	TOTAL FAXES	TOTAL ADDRESSES FOR ALL FAXES	MAX. STORED Pages
Broadcasting	62	132	132	300 (Note: Any fax number can be used for more than one fax message at the same time)	Standard: 19 With 2M: 186 With 4M: 350 (✯3)
Polling Reception	157	132			

The following table shows how many telephone numbers you can store in the machine.

Quick Dials	32
Speed Dials	50
Ten Keypad (✯1)	67
Groups (✯2)	7

✯1 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 66 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you have stored, say, 30 numbers at the ten keypad into your groups, then you will only be able to input 37 full dial numbers at any one time for other operations, such as broadcasting.

✯2 You can program up to 7 groups. Each group can contain up to 132 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 67 numbers that are not programmed as Quick or Speed Dials; see Note 1 above for the restrictions on the use of these numbers.

✯3 This is the theoretical maximum number of pages that can be stored.

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DEALING WITH JUNK FAX MAIL

The following features will help you to reject unwanted junk fax mail.
❒ Authorized Reception: see page 77.
❒ Closed Network (Reception): see page 93.
❒ Rejection of messages from unauthorized senders: see page 76.

OTHER ITEMS TO PROGRAM AT YOUR LEISURE

The following features will help you use the machine more quickly and efficiently.
❒ Storing An Often Used Document: see page 53.
❒ Programming Keystrokes: see page 47.
❒ Storing And Dialing Part Of Number: see page 62.

To use the full range of features provided by this fax machine, you need to program other items. These procedures are all given in the relevant sections of the manual.

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GLOSSARY

ADF (Automatic Document Feeder):
A device which feeds the pages of a multi-page document one at a time, in the order that you arranged the pages in the stack.

Batch Numbering (Page Count):
This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with p1/3 printed on one and p2/3 on the other, you have just received a three-page document but page 3 didn't make it.

BPS (Bits Per Second):
This is the data communication rate. In G3 mode, your fax terminal digitizes documents, transforming them into 'bits' - binary digits - (an average page will produce about 200,000 of them), and then sends them out at a top speed of 9,600 to 14,400 bps, depending on the model.

Broadcasting:
In G3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

ITU-T
This committee sets international standards for communication.

Communication:
Transmission or reception.

Copy:
When used as a noun, this refers to a printout, either in copy mode or receive mode

Country Code:
In international dialing, this is the code that directs the call to the country where the terminal that you wish to send to is located.

CSI:

Called Subscriber Identification. ☞ page 173.

Default Setting:
See "Factory Setting".

Dial Pulses:

These are dialing signals that your terminal sends out if it uses pulse dialing (☞ page 176).

Document:
This is the original page or set of pages that you wish to send.

DPI (Dots Per Inch), or l/mm (Lines Per Millimeter):
This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" x 11" page is broken down into about 1,728,000 dots if standard resolution is used. (Digital compression techniques for G3 convert these into about 200,000 bits.)

ECM (Error Correction Mode): This is a signaling method that is designed to eliminate transmission errors on even the noisiest of telephone lines. See page 66.

EFC:
This is a proprietary digital data compression technique. It shortens the time for sending a page.

Factory Setting:
The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine. It can also referred to as "Default Setting".

File:

☞ Memory File, Polling File.

Group 3:
This is an internationally-agreed signaling and data transfer method used for facsimile communication (approved by ITU-T). It is also known as G3.

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Handset:
This is the telephone that is connected to the jack marked "TEL".

Home Position:
Some of your machine's features can be adjusted. The home position is the setting to which the machine always returns at the end of an operation.

International Dialing Code:
This is the code that must be dialed at the beginning of the number if the destination is outside your country.

Memory File:
This is a document stored in the SAF memory (see the next page) and the instructions (destinations, time of transmission) for sending that document.

Modem:
Acronym for modulator/demodulator. A device that transforms a digital signal into a form suitable for transmission over the telephone network.

Original:
Same as "Document".

Page Retransmission:
If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM. (ECM is a more effective data retransmission method.)

Polling File:
This is a set of instructions (destinations to be polled, time of polling) for polling reception.

Pulse Dialing:
This method of dialing uses a string of pulses to represent each dialed digit.

Reception:
The act of receiving a document.

Reduction:
If your document is wider than the paper available in the other terminal, your terminal will automatically reduce it so that it will fit.

Remote Terminal:
The facsimile terminal that you are sending to or receiving from.

RTI:

Remote Terminal Identification. ☞ page 173.

Sending:
Same as "Transmission", see below.

Standby Mode:
The terminal is said to be in standby mode when it is idle.

Terminal:
A facsimile terminal, such as your machine.

Tone Dialing:
This method of dialing uses a tone to represent each dialed digit.

Transmission:
The act of sending a document.

TTI:

Transmit Terminal Identification. ☞ page 173.

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12	Confidential Transmission	102
13	Transfer Request	94
14	Secured Polling Transmission	154
15	Free Polling Transmission	153
21	Erasing Memory Files	159
22	Erasing Polling Reception Files	159
23	Erasing Polling Transmission Files	159
31	Programming Quick Dials/ Printing the Quick Dial List, Programming the Tone Key, Programming the Group Key	44, 112
32	Programming Speed Dials/ Printing the Speed Dial List	46
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42	Printing the File List	178
43	Printing the Quick Dial, Speed Dial and Group Dial List	179
44	Printing the Program List	179
51	Printing the Contents of a Memory File	160
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53	Printing an Auto Document	105
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✯: Feature Expander Required, ✯✯: Printer Interface Required

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OFFICIAL NOTICE TO USERS

USA

FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The department does not guarantee the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The standard connecting arrangement code for this equipment is CA11A.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination of a loop may consist of any combination of devices subject only to the requirement that the sum of the load numbers of all the devices does not exceed 100.

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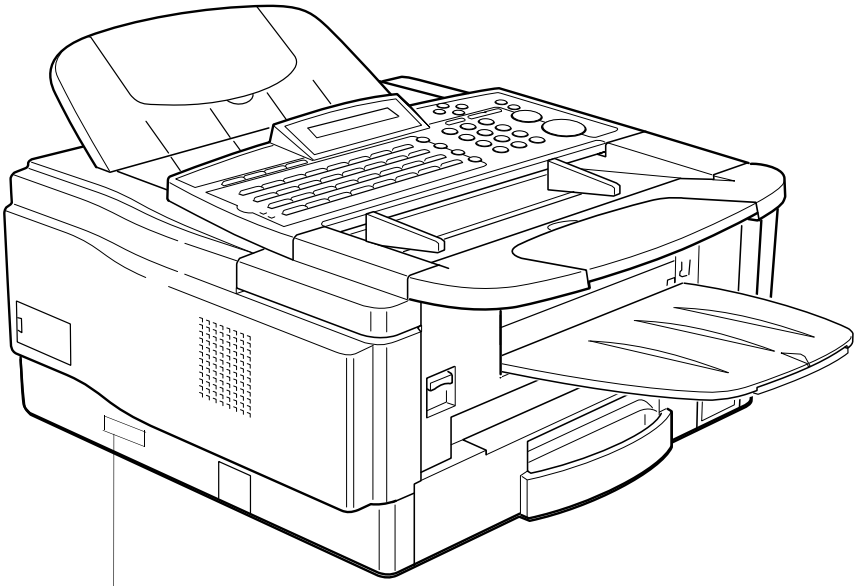
CERTIFICATION LABEL



Certification Label

RICOH UNITECHNO CO., LTD. Complies with FDA radiation performance standards, 21 CFR Subchapter J.
713
TSURUGASONE YASHIO-SHI
SAITAMA-KEN JAPAN.

MANUFACTURED: PPC2100S HS

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SUPPLIES

CAUTION: Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

TONER CASSETTES

❒ RICOH TONER CASSETTE TYPE 100 is recommended for the best performance.

PHOTOCONDUCTOR

❒ RICOH PHOTOCONDUCTOR TYPE 100 is recommended for the best performance.

RICOH

Headquarters: Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006. 201-882-2000
U.S. Government Marketing: Ricoh Corporation, 1700 N. Moore Street, Suite 1200, Arlington, VA 22209. 703-525-3234
Ricoh Company Ltd., 15-5, Minami-Aoyama 1-Chome, Minato-ku, Tokyo 107, Japan

US Part No. H5278600A Printed in Japan

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Errata

P27,53,57,62,Table of Contents and index

Label Insertion Feature is not available with this model.

P42

"Advance Features" section starts from this page.

From P117 to P120 and P159

Replace " Memory Storage Report" and "Polling Reserve Report" with "File Reserve Report ".
This report is printed after storage for memory transmission and/or polling reception.
Replace "Polling Result Report" with "Communication Result Report ". This report is printed after memory transmission and/or polling reception.

P68

[Wrong]
In a new machine, this setting is "On"

[Correct]
In a new machine, this setting is "Off"

[Addition]
If you wish to turn this feature on, first install the feature expander then switch on using function 63.

P171

Switch 06 Home position (*: Factory Setting)

[Wrong]

Digit	Purpose		
4	Batch transmission	0:Off	1: On*

[Correct]

Digit	Purpose		
4	Batch transmission	0:Off*	1: On

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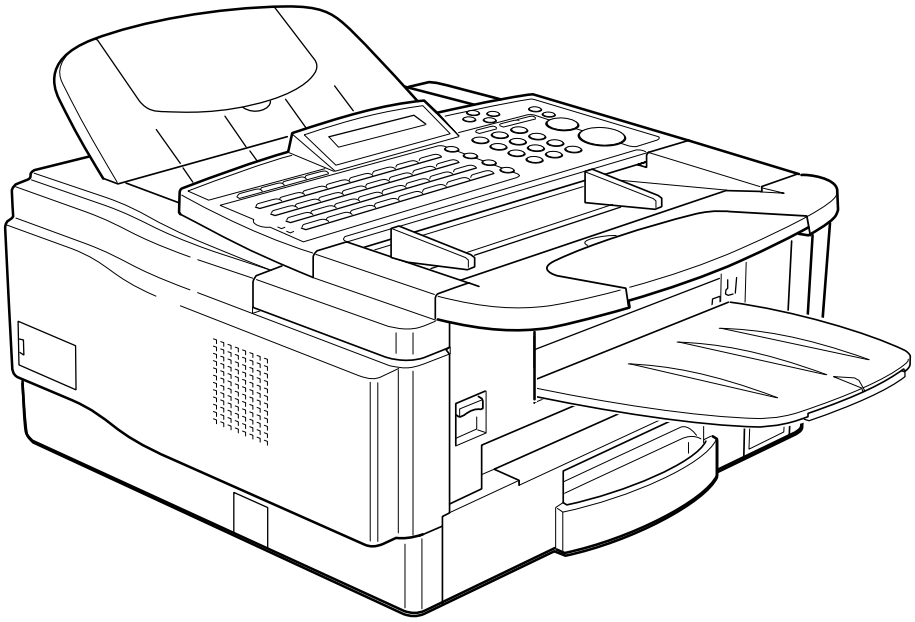
RICOH

OPERATOR'S MANUAL

RICOH FAX2700L



Please read all of these instructions and keep this manual by your machine.

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Optional Equipment

Memory (FEATURE EXPANDER TYPE 100 2M, FEATURE EXPANDER TYPE 100 4M)
Either a 2-Mbyte memory card or a 4-Mbyte memory card can be added.

PC Printer Interface Kit (PRINTER INTERFACE TYPE 100)
This allows you to use the machine as a laser printer for an IBM[1] or compatible personal computer.

Telephone Handset (HANDSET TYPE 100)
This permits voice communication (over the PSTN).

PAPER CASSETTE TYPE 100
This gives this machine additional 100 sheet paper capacity with single sheet bypass.

PC-FAX EXPANDER TYPE 100
This allows use of this machine as a scanner, PC Fax modem and 200dpi convenience printer.

COUNTER TYPE 100

[1]Copyright Notice
IBM is a registered trademark of International Business Machines Corporation.

ENERGY SAVING INFORMATION

As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power (Energy Saver) mode and Night Timer. Please see applicable sections of operating manual for details.

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US

WARNING: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

✯ **CAUTION:** Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

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IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
    A. When the power cord or plug is damaged or frayed.
    B. If liquid has been spilled into the product.
    C. If the product has been exposed to rain or water.
    D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often required extensive work by a qualified technician to restore the product to normal operation.
    E. If the product has been dropped or the cabinet has been damaged.
    F. If the product exhibits a distinct change in performance, indicating a need for service.

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INTRODUCTION

INTRODUCTION

Thank you for purchasing this product. This multi-function office machine offers a wide range of fax, copier, printer, and convenience features.

What Does a Fax Machine Do?

When you write a letter, you normally seal it in an envelope, attach a stamp, and post it in the nearest mail box. Then, in a few days, depending on the postal service, the letter will arrive at its destination. However, you may not be aware of its arrival until you get a return letter.

A fax machine speeds up this process. After you have written your letter, place it in your fax machine's document feeder or on the exposure glass, dial the destination's fax number, then press the Start key.

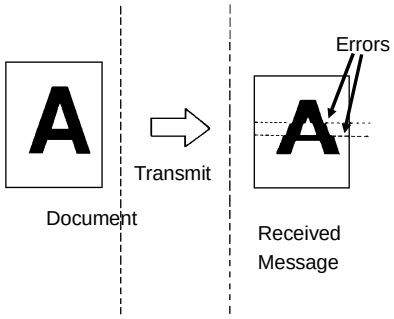
The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots that there are across and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the destination fax machine.

The receiving fax machine reconstructs your letter from the incoming signal, and prints it.

If you are worried about whether the message arrived at the destination, you can check a report called the TCR (Transaction Confirmation Report). When you print this report, you will see the results of the most recent fax communications made by your machine.

You can use your fax machine to send and receive many types of documents, even photographs.

Telephone Line Problems Affect Fax Communication



Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in about 9 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.

The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature switched on or off. It is switched on before the machine leaves the factory. (Refer to page 62 for more information about ECM).

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines.
In addition, the quality and condition of switching equipment used by your phone company can affect fax communication.

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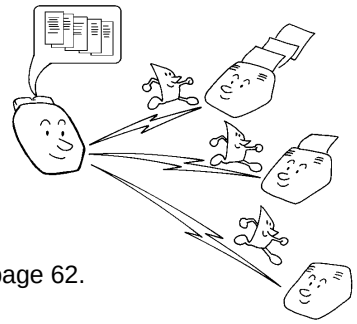
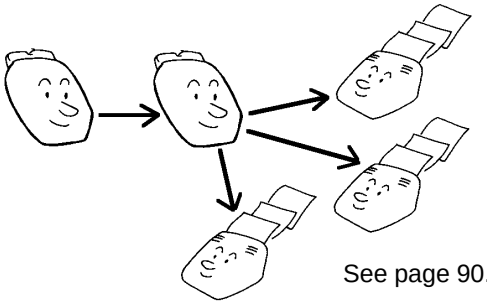
Sending a Fax to More Than One Location



See page 62.

Network Feature (Transfer Request)



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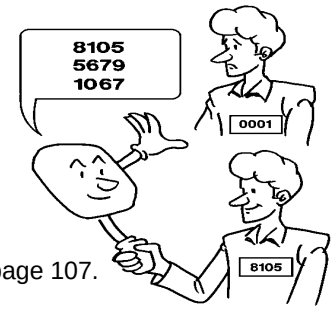
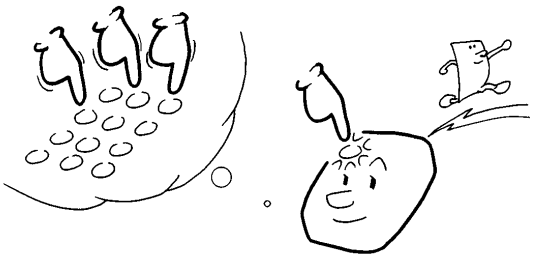
Restricting Access to the Machine



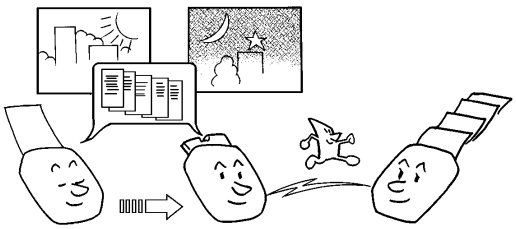
See page 107.

Quick Dial, Speed Dial, and Group Dial



See page 42.

Sending a Fax Later



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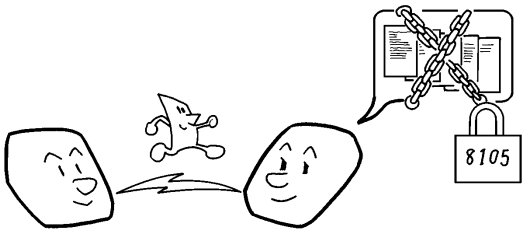
Confidential Communication



See pages 101 and 121.

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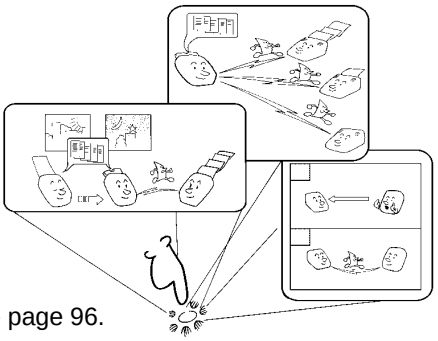
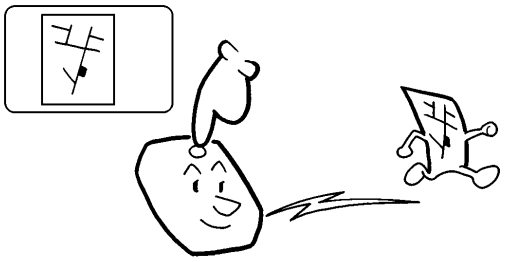
Keystroke Programs



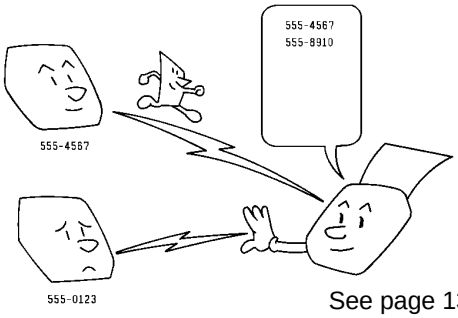
See page 96.

Auto Document (sends a commonly transmitted page with one touch)



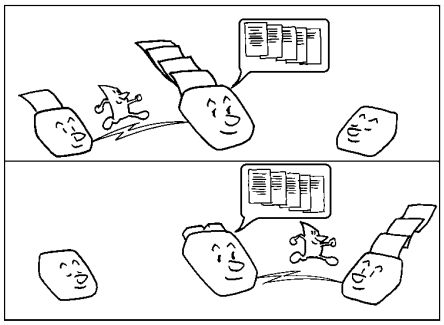
See page 103.

Authorized Reception (cuts out junk fax mail)



See page 130.

Forwarding



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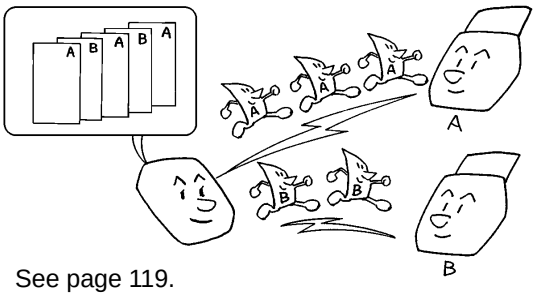
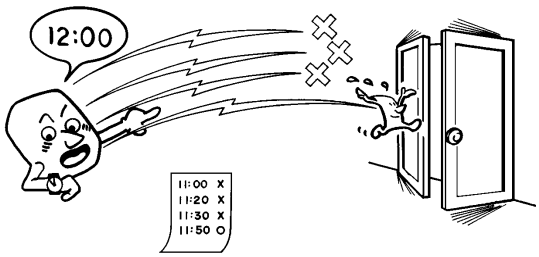
Batch Transmission



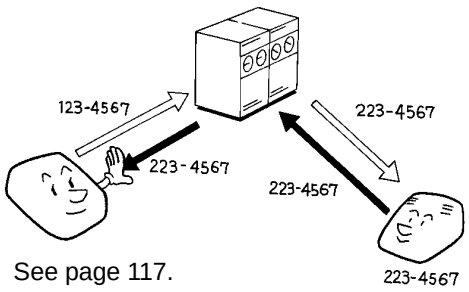
See page 119.

Transmission Deadline



See page 74.

Protection against Wrong Connections



See page 117.

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HOW TO USE THIS MANUAL

MANUAL OVERVIEW

Your facsimile machine is equipped with a wide range of labor-saving and cost-saving features. This manual explains each of these features, and how you can put them to use. Note that the external appearance of the machine in some illustrations may be slightly different from the actual machine.

The manual consists of the following sections.

- **How to Use this Manual -** This is the section that you are now reading. It contains an overview of the manual and the conventions used by the authors. It also contains quick reference sections on how to input telephone numbers and names, and how to correct errors that you may inadvertently make when operating the machine.
- **General Precautions -** This section lists precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
- **Guide to Components -** This contains a diagram that shows where the main components of your machine are situated.
- **Operation Panel -** This describes the functions of the various buttons and indicators that are on your machine's operation panel.
- **Installing the Machine -** This section explains how to install the machine and connect it with line. And it explains also the best type of place to install your machine.
- **Before you Send your First Fax -** This section explains the things that you have to do before you can send your first fax message and lists important features that will make faxing more convenient.
- **Routine Operation -** This section describes the features and settings that you will normally be using every day.
- **Advanced Features -** This section explains how to take advantage of the special features of your fax machine, including how to set up networks for economical distribution of fax messages over long distances.
- **Reports -** This section explains the reports that the machine generates.
- **Looking After the Machine -** This section shows you what to do when consumable supplies run out. The user maintenance procedure in this section should be done every six months if you want to keep your machine in top condition.
- **Solving Problems -** If your machine cannot communicate, or if it generates error codes or experiences paper jams, refer to this section. Many routine problems can be solved without a service call.
- **Specifications -** This is a list of technical capabilities of your machine.
- **Quick Reference Guide** - This indicates how to use this machine at a glance.

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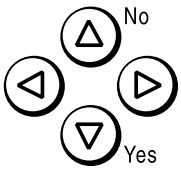
CONVENTIONS

The following conventions were used when writing this manual.

Keynames

These have been printed in a bold typeface.
For example: When you see a command in bold such as " **Start** " means "Press the Start key on the operation panel".

If you see something like " **# x 3**", this means that you have to press the # key 3 times.



On the operation panel, there are four arrow keys (up, down, left, right). This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see ▶ in the manual, you are being asked to press the right-pointing arrow (▶) on the scroll key.

Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

Example A: The keys that can be pressed are shown on the upper right of the display. In this example, you can press the Yes and ◀ and ▶ on the scroll key.

```
SELECT LANGUAGE Y/◀▶
ENGLISH
```

Example B: The choices of settings for a feature are shown on the screen. The current setting is indicated (It is set ON). If you press the ◀ or ▶ on the scroll key, the setting will be changed to OFF.

```
AUTHORIZED      Y/◀▶
 ON   ▶OFF
```

Example C: The ABC in the upper right of the display indicates that you can input letters using the Quick Dial Keys, and ◀ and ▶ on the scroll key.

```
RTI/CSI      ABC
```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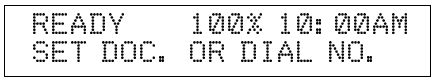
Most procedures start from standby mode, that is, when the display is as shown on the right. The value after "READY" shows how much memory space is remaining.



NOTE: If you start a procedure and do not enter anything at the operation panel for more than 5 minutes, the machine returns to standby mode.

Symbols

The text contains a few symbols that highlight important points or direct you towards other parts of the manual that are related to the feature currently being described.

? indicates a hint (for example, indicating a page number where related information can be found).

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STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten-key pad on the operation panel.

STORING NAMES AND LABELS

You can enter names using the Quick Dial Keys. Use Quick Dial Keys 01 to 26 for the letters of the alphabet, and use Quick Dial 27 as a spacebar. The letters are printed on the surface of each key. If you wish to enter a digit from 0 to 9, use the ten-key pad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the ◀ and ▶ arrows on the circular scroll key on the operation panel.

If you wish to enter a punctuation mark or symbol, use Quick Dial 28. See "Punctuation Marks and Symbols" on the next page for more details.

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
01	A	12	L	23	W
02	B	13	M	24	X
03	C	14	N	25	Y
04	D	15	O	26	Z
05	E	16	P	27	Space
06	F	17	Q	28	Symbol
07	G	18	R	29	(
08	H	19	S	30	)
09	I	20	T	31	
10	J	21	U	32	
11	K	22	V		

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Punctuation Marks and Symbols

If you press **28** of the Quick Dial key while entering a label, you can enter the symbols. And scroll the symboles using ◀ or ▶ of the scroll key.

Followings are the symboles you can enter.

& $! " # $ % & ' ( ) * + , / : ; < > ? @ [¥] ^

Press **Yes** when you get the symbol you want to enter.

Cursor and Clear Key for Editing

You can move the cursor using the scroll key (◀ and ▶) to edit the name or label.
If you press **Clear**, the character above the cursor is deleted.
If you type the alphabet, the character appears following the cursor.

IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either:
❒ Press **No** to erase the entire name or number and start again.
❒ Press **Clear** to erase the last letter or digit that you entered.

If you enter the wrong function number, either:
❒ Press **No** then input the correct function number.
❒ Press **Function** to return to standby mode and start again.

If you dialed the wrong number, either:
❒ Press **No**. If scanning has already begun, press **Stop**.
❒ If you already programmed the number into the machine by pressing **Yes**, remove the document from the document feeder and start again.

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ON/OFF SWITCHES AND USER PARAMETERS

Some of the features in this machine can be switched on or off, and some of them do not work unless they are switched on first. Other features can be adjusted in various ways. Each adjustment or on/off switch is explained in the relevant sections of the manual.

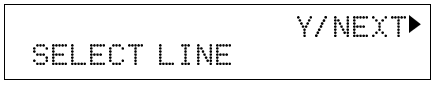
There are two user functions to help you adjust these features and switch them on/off.

- ❒ Function 62 (On/Off Switches)
- ❒ Function 63 (User Parameters)

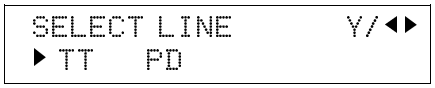
On / Off Switches

This feature allows you to switch some of the major features of the machine on or off. The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

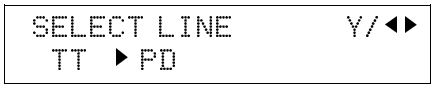
1. Function 6 2 2 2 2 6 2 and **Yes**



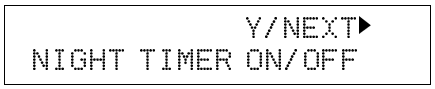
2. **Yes**.
   The first displayed item is the telephone line type: DP = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.



3. Change the setting by using ◀ and ▶ .

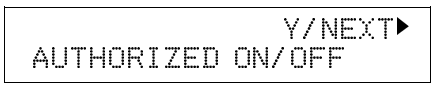


4. **Yes**.

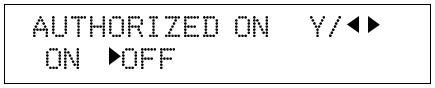


5. Either:
   - ❒ Change another setting: Go to step 6.
   - ❒ Finish: **Yes** and **Function**

6. Scroll through the list of features with ▶ until the required feature appears.
   Example: Authorized Reception press ▶ once and **Yes**.



7. Go to step 3.



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On/off switches available in this menu are

	Feature		Feature
1	Telephone Line Type	5	Daylight Saving Time/Summer Time
2	Authorized Reception	6	Memory Lock [1]
3	Night Timer	7	Forwarding [1]
4	RDS	8	Multicopy Reception [1]

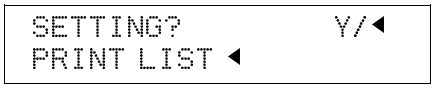
([1]: Optional Feature Expander required.)

User Parameter Settings

A wide range of features can be switched on or off by using the User Parameters. However, this feature is more difficult to use than the On/Off Switches. The switches and adjustments are presented on the screen as rows of digits. Each digit can be either 0 or 1. Each feature is allocated one or more digit. The value of the digit determines the status of the feature.

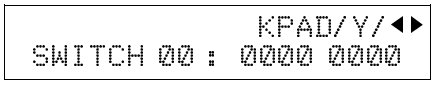
The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

1. **Function 6 2 2 2 2 6 3** and **Yes**.



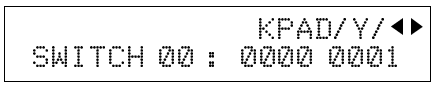
❒ At this time, you can print a User Parameter List if you press ◄ and **Start**.

2. **Yes**.



The current settings for switch 00 are now displayed on the bottom line of the display. If the settings for this switch are the way that you want them, go to step 4.

3. To change the required setting, press a number from 0 to 7 corresponding to the digit that you wish to change.



Example: **0** from the ten key. The value of the digit changes, in this case from 0 to 1.

Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

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4. Either:
   - ❒ Scroll through the switches with ◀ and ▶ until the required switch appears. Then go to step 3.
   - ❒ Finish: **Yes** and **Function**.

The user parameter switches are outlined below.

*: Default

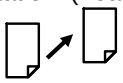
Switch 00 - Home position settings

Digit	Purpose
0	Stamp 0: Off * 1: On (successfully scanned documents will be marked)
1 2 3	Contrast home position Digit 3 Digit 2 Digit 1 Setting: 0 0 0 Normal *; 0 0 1 Lighten; 0 1 0 Darken Digit 3 Digit 2 Digit 1 Setting: 1 X X Do not use this setting.
4 5	Resolution Digit 5 Digit 4 Setting: 0 0 Standard*; 0 1 Detail Digit 5 Digit 4 Setting: 1 0 Fine; 1 1 Do not use this.
6	Transmission mode 0: Memory transmission* 1: Immediate transmission
7	Halftone 0: Off* 1: On

Switch 01

Digit	Purpose
0 to 6	Do not change these settings.
7	If you change any of the contrast, resolution, transmission mode, stamp, or halftone setting before making a transmission, then: 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.*

Switch 02 - Printing of various items on received messages

Digit	Purpose
0	Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station (Feature Expander required) 0: Off 1: On * Forwarding Mark 
1	Center mark 0: Off* 1: On The center mark is not printed when the machine is used for making copies
2	Do not change this setting.
3	TSI printing 0: Off* 1: On
4 to 7	Do not change these settings.

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Switch 03 - Automatic printing of reports

Digit	Purpose		
0	Transmission result report (memory transmission)	0: Off	1: On*
1	Do not change this setting.		
2	Memory storage report	0: Off*	1: On
3	Polling reserve report (polling reception)	0: Off*	1: On
4	Polling result report (polling reception)	0: Off	1: On*
5	Transmission result report (immediate transmission)	0: Off	1: On*
6	Polling clear report	0: Off	1: On*
7	TCR	0: Off	1: On*

Switch 04 - Automatic printing of reports, Various

Digit	Purpose		
0	Confidential reception report	0: Off	1: On*
1 to 6	Do not change these settings		
7	Inclusion of part of the image on the following reports: Transmission Result Report, Memory Storage Report, Polling Clear Report, Communication Failure Report, Transfer Result Report, Transmission Deadline Report, Polling Confirmation List 0: No 1: Yes*		

Switch 05 - Various

Digit	Purpose						
0	Substitute reception	0: Off	1: On*				
1	Memory reception if no RTI or CSI received	0: Possible	1: Not possible*				
2, 3	Do not change these settings						
4, 5	Restricted Access	Digit 5	Digit 4	Setting	Digit 5	Digit 4	Setting
		0	0	Off*	0	1	On
		1	X	Do not use these settings.			
6, 7	Energy Saver mode	Digit 7	Digit 6	Setting			
		0	0	Heater off			
		0	1	Heater energy saver mode*			
		1	X	Do not use these settings			

Switch 06 Home position

Digit	Purpose		
0	Printing TTI	0: Off	1:On*
1	Do not change this setting		
2	Closed network in transmission	0: Disabled*	1: Enabled
3	Do not change these settings.		
4	Batch Transmission (Feature Expander required)	0: Off*	1: On
5 to 7	Do not change these settings.		

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Switch 07 - Do not change these settings

Digit	Purpose
0 to 7	Do not change these settings.

Switch 08 - Various

Digit	Purpose
0, 1	Multicopy reception (Feature Expander Required) Digit 1 Digit0 Setting X 0 Off* 0 1 Messages from senders whose RTI/CSIs are programmed are multi-copied. 1 1 Messages from senders whose RTI/CSIs are **not programmed** are multi-copied.
2, 3	Authorized Reception Digit 3 Digit 2 Setting X 0 Off * 0 1 Receive messages only from senders whose RTI/CSIs are programmed. 1 1 Receive messages only from senders whose RTI/CSIs are **not** programmed.
4, 5	Do not use these settings.
6, 7	Forwarding (Feature Expander Required) Digit 7 Digit 6 Setting X 0 Off* 0 1 Forward messages only from senders whose RTI/CSIs are programmed 1 1 Forward messages only from senders whose RTI/CSIs are **not** programmed.

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Switch 09 - Various

Digit	Purpose
0, 1	Memory lock (Feature Expander Required) Digit 1 Digit 0 Setting X 0 Off* 0 1 Messages from senders whose RTI/CSI are programmed are not printed unless you enter the memory lock ID. 1 1 Messages from senders whose RTI/CSI **are not** programmed are not printed unless you enter the memory lock ID.
2 to 7	Do not change these settings.

Switch 10 Various

Digit	Purpose
0	Reverse order printing (Feature Expander Required) 0: Off* 1: On
1 to 6	Do not change these settings
7	Halftone mode 0: Standard Mode* 1: Speed Mode

Switch 11 Various

Digit	Purpose
0 to 5	Do not change these settings.
6	Printing the received message when it is acted as a forwarding station. 0: Off 1: On*
7	Polling standby duration 0: Once* 1: Keep

Switch 12 Various

Digit	Purpose
0 and 1	Do not change these settings.
2	Toner saving mode 0: Off* 1: On Note: If on, contrast will be set to "Normal" automatically, preserving image quality. This is available when receiving fax messages and printing reports, but not for copying or printing from a PC. Further, messages sent to you in halftone mode will automatically turn off toner saving to insure a clear image. To make sure that the fax quality is acceptable with toner saving on, print a few reports. (See page 172). (Note: If the sender is using a machine made by another manufacturer, toner saving will stay on and this could lower image quality.)
3 and 4	Density of the printing image Digit 4 Digit 3 Setting Digit 4 Digit 3 Setting 0 0 Normal * 0 1 Lighten 1 0 Darken 1 1 Do not use these settings
5 to 7	Do not change these settings.

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Switch 13 Do not change these settings

Digit	Purpose
0 to 7	Do not change these settings.

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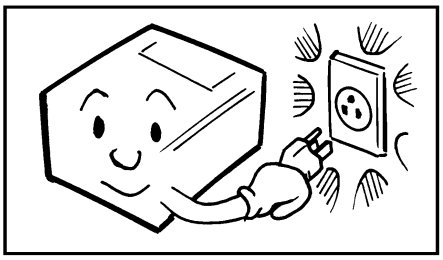
GENERAL PRECAUTIONS

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

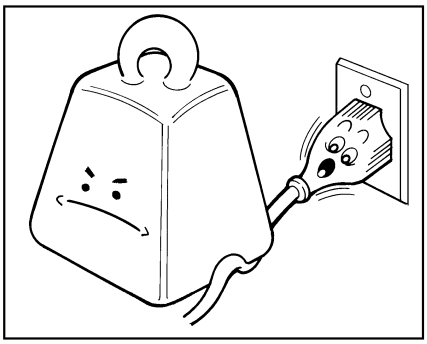
POWER AND GROUNDING

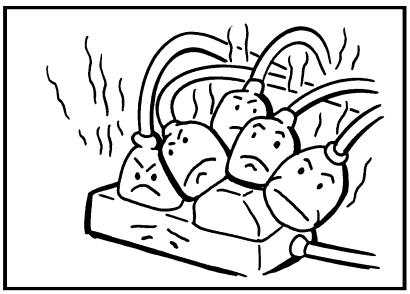
Pay attention to the following.



Power Supply

1. Power requirements: 115 V, 60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible.





Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground plug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

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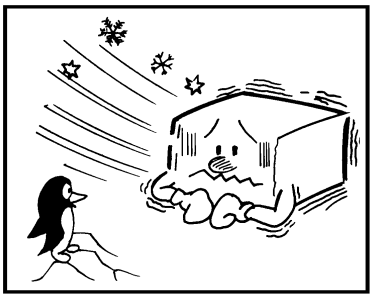
COLD WEATHER POWER-UP

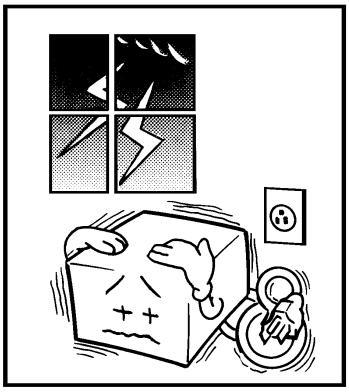


Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

1. Raise the room temperature to 68°F at less than 18°F per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

Do not use the machine near a humidifier.

THUNDERSTORMS



With proper grounding, about 90% of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord.

Note
All fax messages stored in the memory may be erased if power is switched off for more than an hour.

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COPY PAPER

- ❒ 16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used
- ❒ Do not use damp paper, or copies will be defective.
- ❒ Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- ❒ Keep paper in a vinyl bag if it will not be used for a long time.
- ❒ Store in a cool dry place.
- ❒ Store flat. Do not stand upright.
- ❒ The following materials cannot be used in the paper trays: Post cards, Tracing paper, OHP sheets, Adhesive labels
- ❒ Do not overload the paper trays.
- ❒ If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

TONER CARTRIDGES

- ❒ Store in a cool, dark place.
- ❒ Never store where they may be exposed to heat.
- ❒ Keep out of the reach of children.
- ❒ Do not eat toner.
- ❒ Do not lay heavy objects on toner cartridges.
- ❒ Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

OPERATING PRECAUTIONS

- ❒ While the machine is in operation, do not turn off the main switch or unplug the power cord.
- ❒ Keep corrosive liquids, such as acid, off the machine.
- ❒ Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- ❒ The fusing unit may be very hot. Be careful when handling it.

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GENERAL

- ❒ Read the Important Safety Information at the front of this manual.
- ❒ Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- ❒ Do not make modifications or replacements other than those mentioned in this manual.
- ❒ When not using the machine for a long period, disconnect the power cord.

OZONE

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

WARNING:

This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

This symbol is attached to some components to alert the user not to touch them, because they may be very hot.

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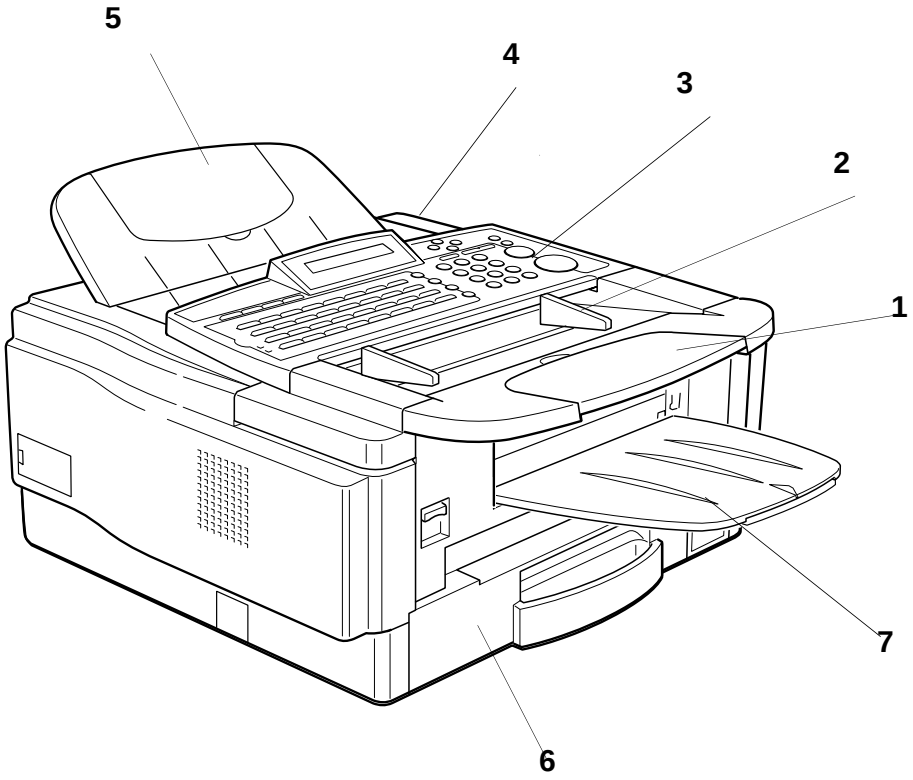
GUIDE TO COMPONENTS



1	Document Table
2	Document Guide
3	Operation Panel
4	Power Switch
5	Document Tray
6	Paper cassette
7	Copy Tray

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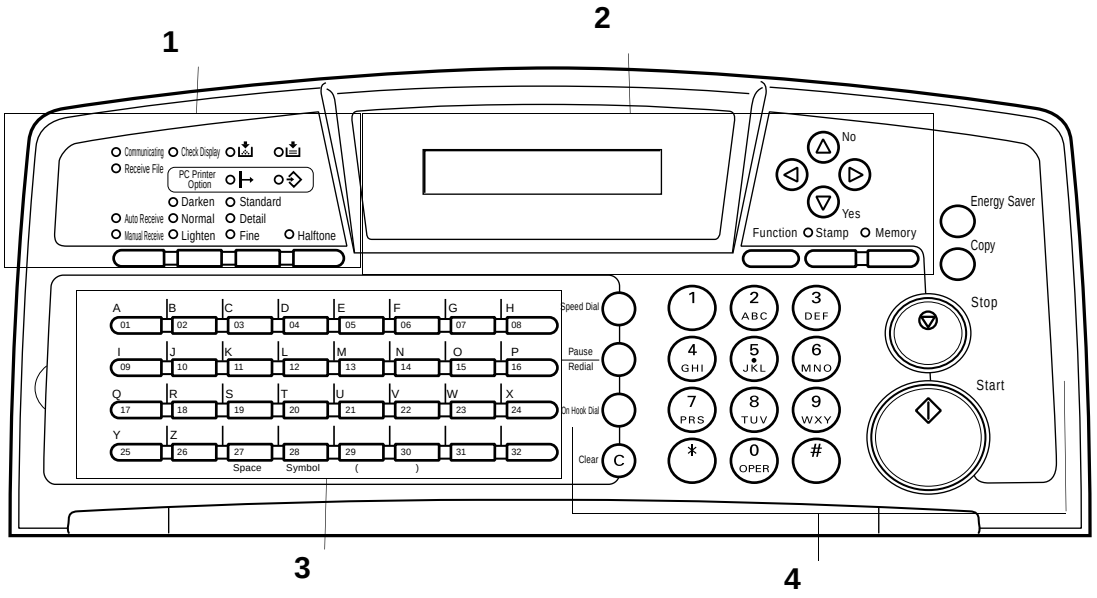
OPERATION PANEL



1.		
	Communicating Indicator	Lights when a fax message is being transmitted or received
	Receive File Indicator	Lights when an incoming message was received into memory. Blinks when confidential reception file or memory lock file is stored in the memory.
	Check Display Indicator	Lights when some error occurs. See the instruction appearing on the display.
	Add Toner Indicator	Blinks when the toner cartridge is almost empty, and lights when it is empty.
	Add Paper Indicator	Lights when a cassette is empty.
	PC Printer Option Indicators	These indicators are only used when the optional Printer Interface Kit is installed. See the operation manual for the Printer Interface Kit for full details.
	Reception Mode Selector Key	Press to select Auto Receive or Manual Receive.
	Contrast Selector Key	Press this to select either Darken, Normal or Lighten
	Resolution Selector Key	Press this to select either Standard, Detail, or Fine transmission mode.
	Halftone Key	Press this to use halftone transmission mode.

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2.	**Display**	Displays prompts, warnings, and selected modes.
	Stamp Key	Press to enable or disable the tramsmission.scanning verification stamp feature.
	Function Key	Press to use one of the numbered functions explained in this manual.
	Yes/No Keys	Use to answer questions on the display.
	Scroll Key	When an arrow is shown on the display, use this key to access the options, items, or functions shown by the arrow. Also use it to move the cursor when programming or editing a displayed item.
	Memory Key	If the indicator is lit, your document will be stored before transmission. If it is not lit, your document will be sent immediately without being stored. Press the key to change the mode.
3.	**Quick Dial Keys**	Each of these can be programmed with a telephone number, a group, or a keystroke program. You can also use these keys to type names and labels such as the RTI and TTI.
4.	**Speed Dial Key**	Press this to dial using Speed Dial feature.
	Pause/Redial Key	Press this if you need to insert a pause when dialing. Or press this to redial the last number that was dialed.
	On Hook Dial Key	Press this to dial without picking up the handset.
	Clear Key	Use this as a backspace key during programming.
	Ten Key Pad	Use this as a telephone keypad, or to enter Speed Dial codes.
	Energy Saver Key	Hold a few seconds this to srart or end the energy saver mode.
	Copy Key	Press this to copy the document now in the feeder.
	Stop Key	Press this to stop the machine and return it to standby mode.
	Start Key	Press this to start fax communication.

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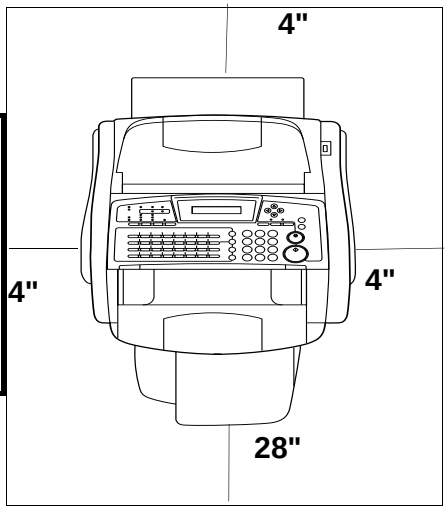
INSTALLING THE MACHINE

LOCATION

For the best possible performance, install your machine in a place which satisfies the following conditions.

- ❒ Not exposed to direct sunlight
- ❒ Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd^3/hr per person.
- ❒ Level
- ❒ Not subject to vibration
- ❒ Away from other electronic equipment, to avoid interference
- ❒ Away from areas containing corrosive gas
- ❒ Dust-free
- ❒ Condensation-free
- ❒ Temperature 63 to 82°F
- ❒ Humidity 40 to 70% RH (do not install near a humidifier)
- ❒ Away from heaters and air conditioners, to avoid sudden changes of temperature
- ❒ Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- ❒ With the clearance as shown on the right

NOTE: This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.



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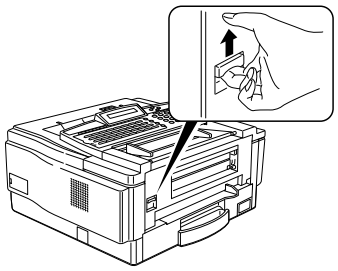
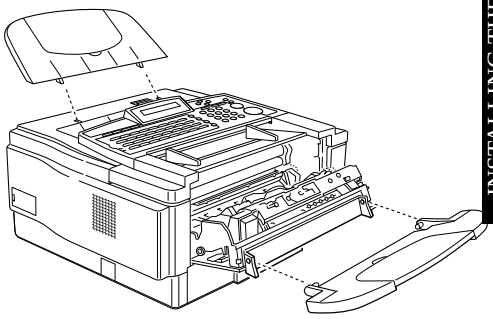
ATTACHING DOCUMENT TABLE AND DOCUMENT TRAY

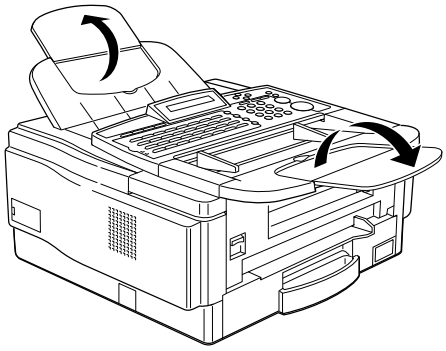
1. Open the front cover.



2. Attach the document table and the document tray as shown.

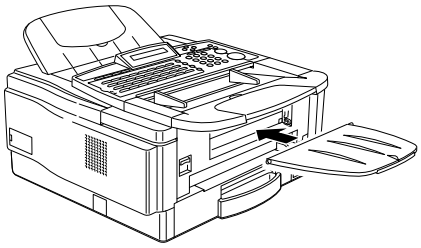


3. Close the front cover until you hear it clicks. If your document is large, pull the extensions out.

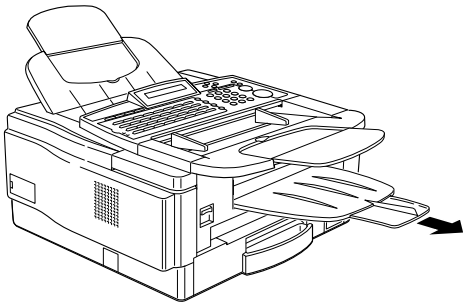


Attaching the Copy Tray

1. Attach the copy tray as shown.



2. You can also extend the copy tray.



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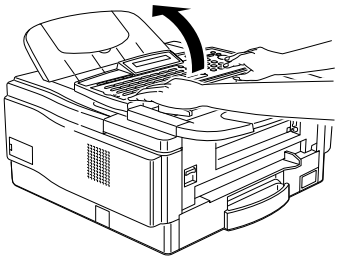
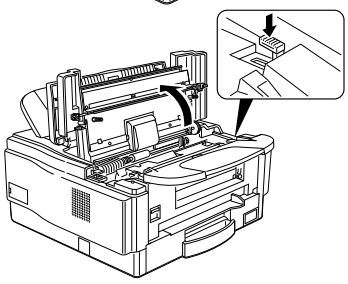
INSTALLING THE PHOTOCONDUCTOR, TONER CASSETTE AND CLEANING PAD

Before using the machine, install the photoconductor, toner cassette and cleaning pad the as in the following procedure

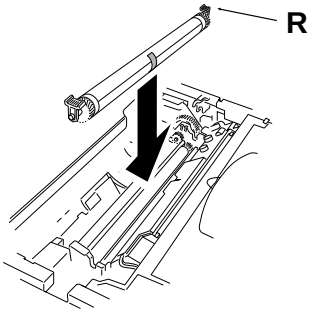
1. Lift up the operation panel.



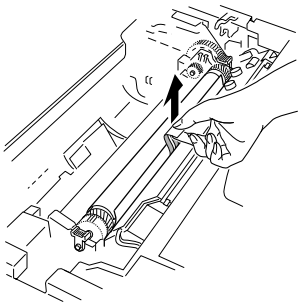
2. Open the front cover. (Push the button on the cover.)



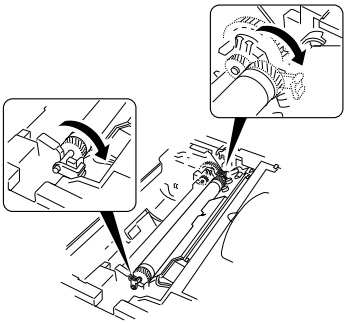
3. Place the photoconductor in the machine. Pay attention to the green knob. One of them is marked "R" for right side.



4. Remove the black sheet as shown in the lower picture.



5. Turn the green levers to lock the photo-conductor in place.
   Caution: Never touch the surface of the photoconductor (green drum).



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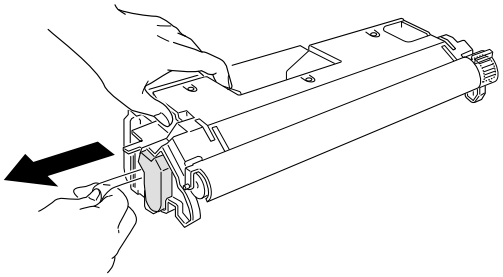
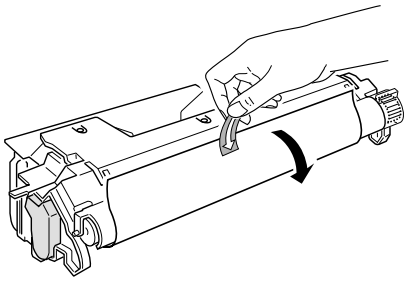
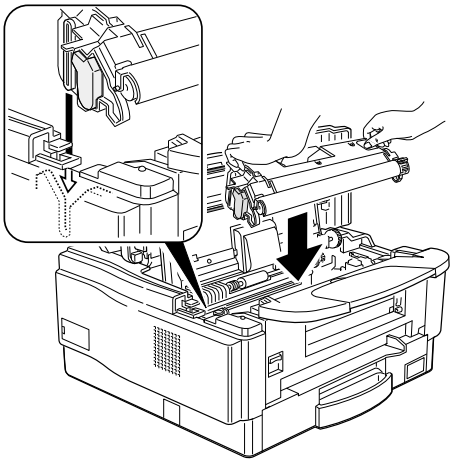
6. Shake the toner cassette before installing it. Pull out the sheet of the toner cassette. And remove the black sheet.

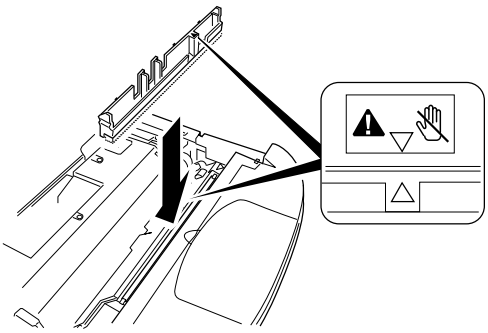




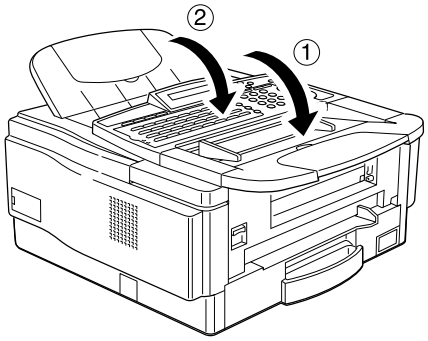
7. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



8. Install the cleaning pad as shown in the illustlation.
   Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.
   Note: Push the cleaning pad until you hear it clicking.
   Important: Do not forget to install the cleaning pad. If not fitted correctly, damage may caused to the machine.



9. Close the upper cover and the operation panel.
   Note: If the top cover does not close, the toner cassette, photoconductor or cleaning pad is not correctly installed.



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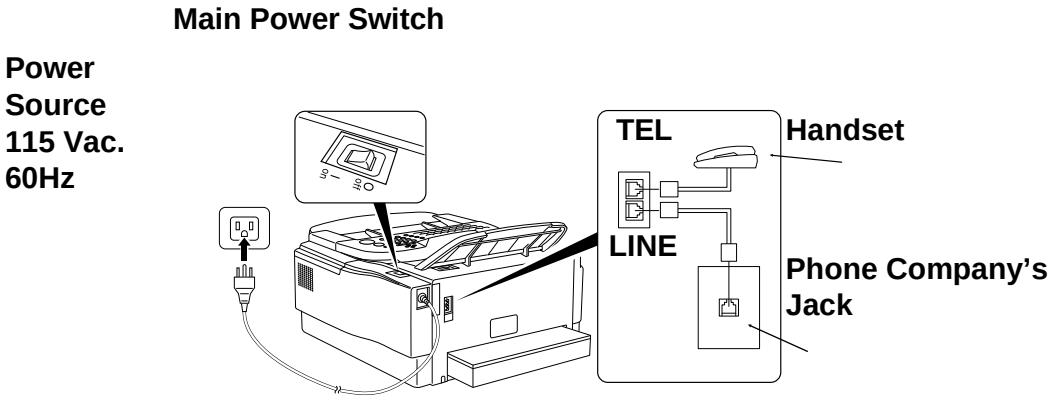
CONNECTING THE MACHINE

Before using the machine, connect the machine to the telephone line properly. And plug the power cable and switch on.



❒ Make sure that it is properly connected to the telephone line and the power outlet, as shown above.

CAUTION
Do not switch on until everything is connected properly.

❒ Program the Telephone Line Type setting (use Function 62; see page 41). If your telephone normally sends out tones(touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

IMPORTANT POINTS ABOUT POWER CONNECTION

❒ The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
❒ The power cord should not be laid in a place where it might trip somebody.
❒ Do not lay anything on the power cord.
❒ If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

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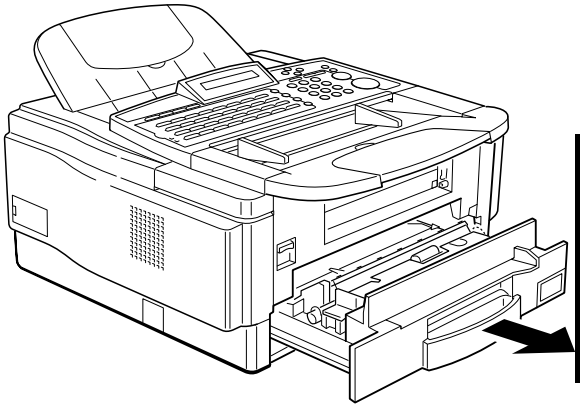
LOADING THE PAPER IN THE CASSETTE

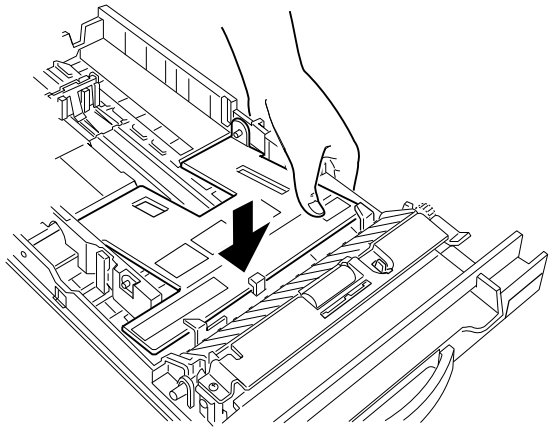
When you load the paper in the cassette, do the following.

1. Remove the cassette.

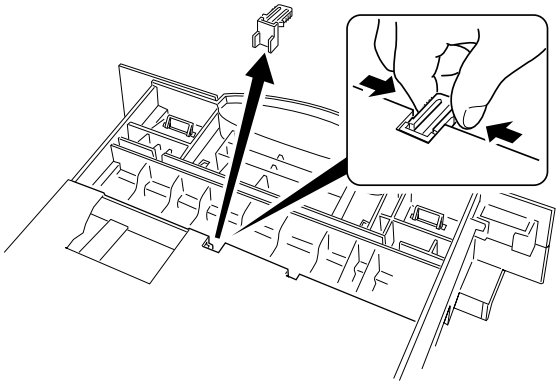
CAUTION:
To avoid dropping the cassette hold it by the front and side while pulling it out.



2. Push the metal plate down.



3. Pushing the metal plate, turn over the cassette and take out the clip as demonstrated in the illustration.



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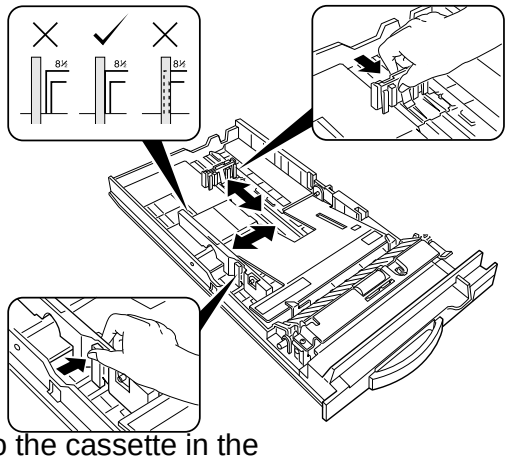
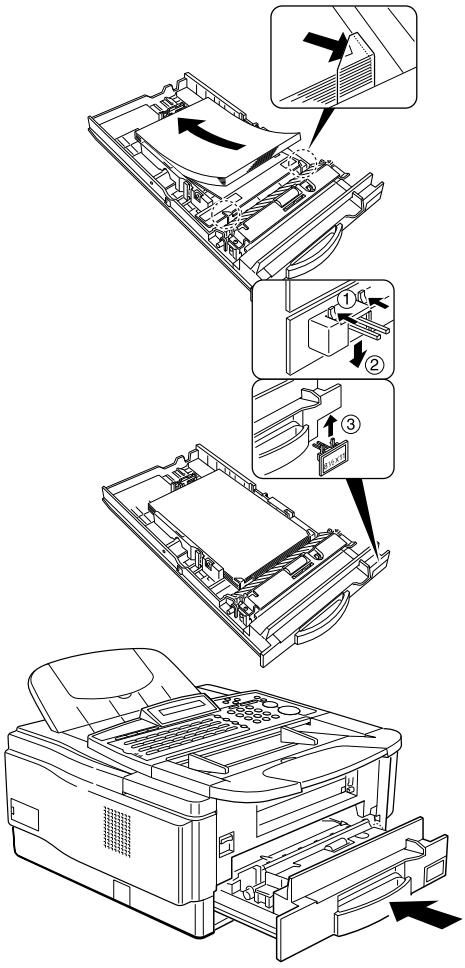
4. Push down the metal plate on the base of the cassette until it clicks.
Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the paper cassette.
The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.
To move a fence, pinch the top lever in and slide the fence in or out as shown.
Adjust the position of the two side fences to match the paper size.



5. Place the paper into the cassette in the direction shown opposite, making sure it fits under the metal corners at the front.
If there is space between the paper and a fences, the paper will not be fed properly.
To avoid this, carefully move in each fence until it is flush with the paper.

6. If you have the optional cassette, set the appropriate size plate at the front of it.

7. Replace the cassette.



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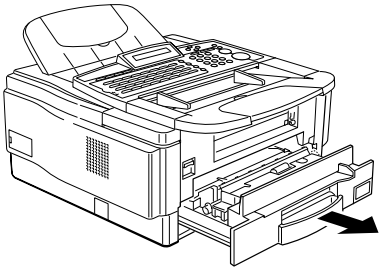
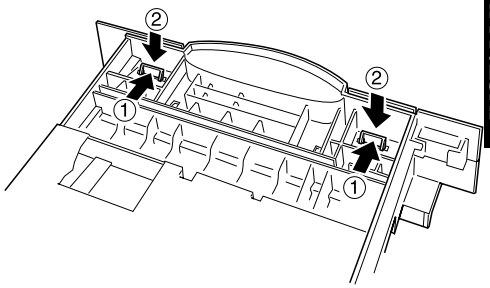
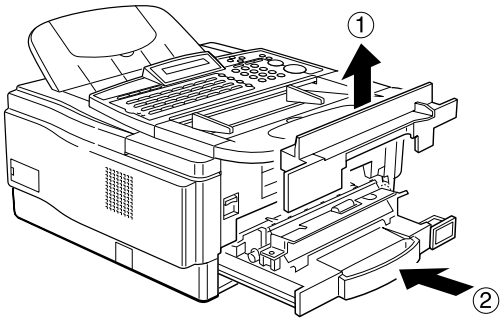
INSTALLING REMOVABLE CASSETTE AND LOADING PAPER (OPTION)

1. Pull out and remove the cassette.

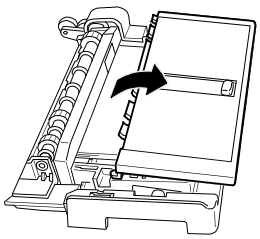


2. Turn over the cassette and remove the front cover attached to the cassette as shown in the picture.
   Then close the cassette.

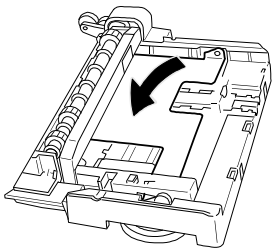




3. Remove the cover of the cassette.



4. Push the bottom plate until it clicks.



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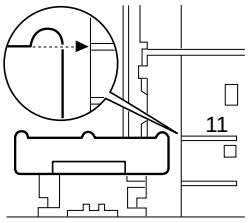
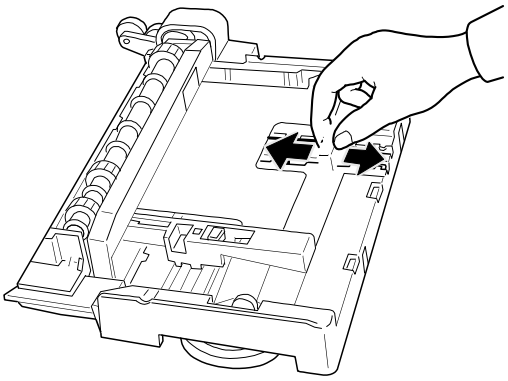
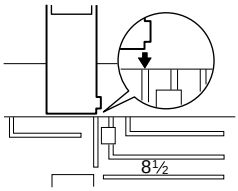
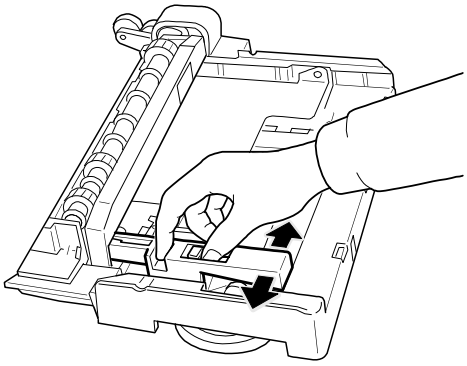
5. Adjust the position of the back fence.





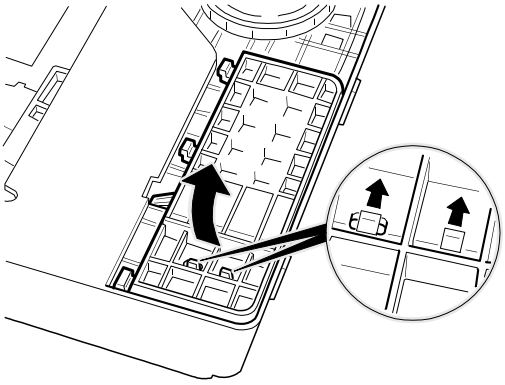
6. Adjust the position of the side fence



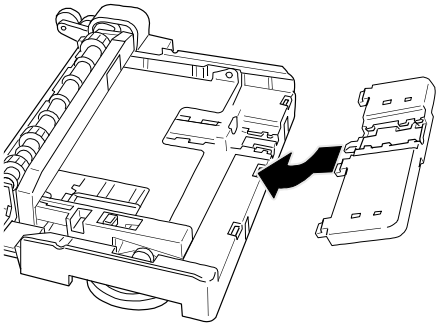


Installing the long paper extension.

7. Turn over the cassette. Remove the extension.



8. Turn over the cassette again and install the extension.



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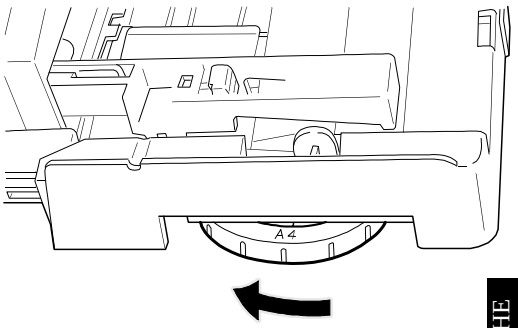
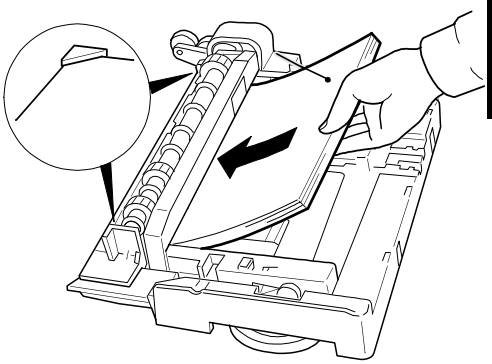
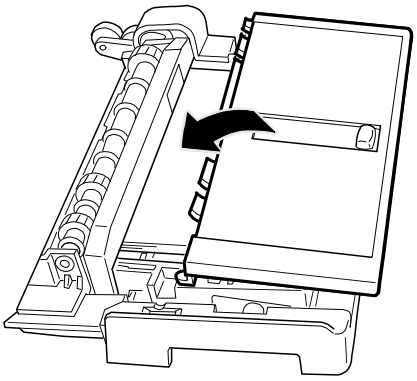
9. Rotate the dial until the appropriate size appears.



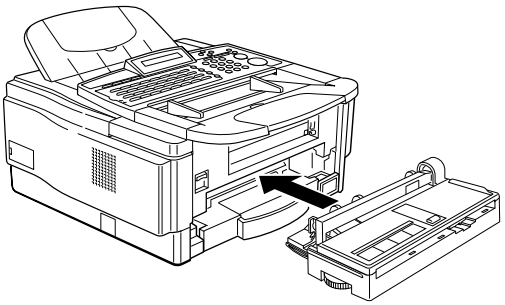
10. Set the paper under the corners. And push the side fence to the paper.



11. Set the cover of the removable cassette.



12. Install the removable cassette.



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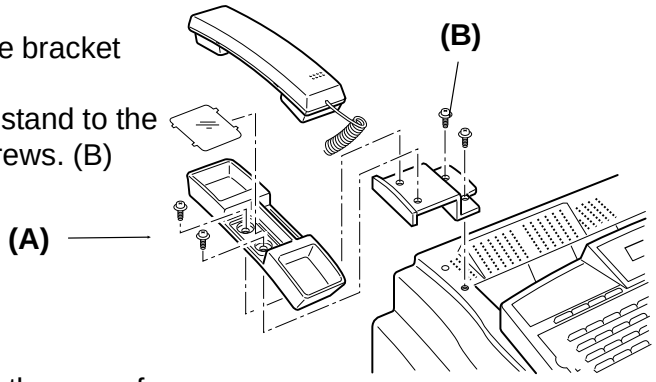
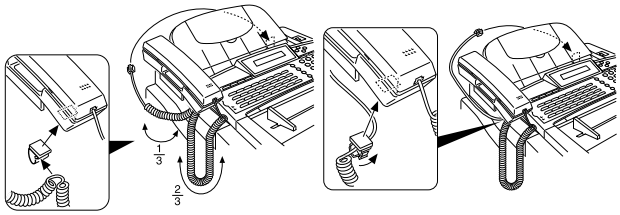
ATTACHING THE OPTIONAL HANDSET

1. Attach the handset stand to the bracket using the shorter screws. (A)
   Then attach the bracket and stand to the machine using the longer screws. (B)



2. To avoid slack wire hanging at the rear of the machine, attach the cord clip.
   1) Insert the cord into the clip about two thirds down (see diagram).
   2) Peel off the adhesive cover on the cord clip.
   3) Fix the cord clip to the handset bracket as shown.

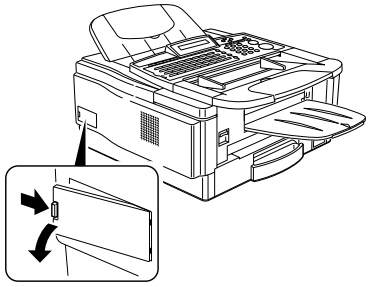


3. Plug the cable to 'Tel' jack on rear side of the machine.
   Note: Depending on which handset you have, install the cord as shown.

INSTAIING THE OPTIONAL FEATURE EXPANDER

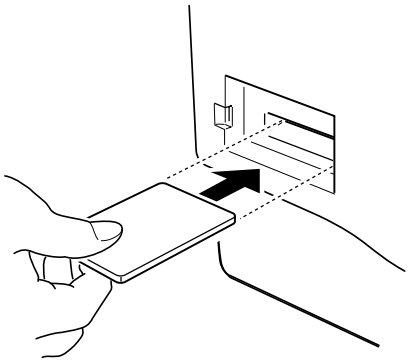
Switch off the power before you install the optional feature expander.

1. Remove the cover on the left side of the machine.



2. Insert the memory card with the printed face up.
   Make sure that the machine and card contacts touch.

3. Replace the cover. Then switch on the power.



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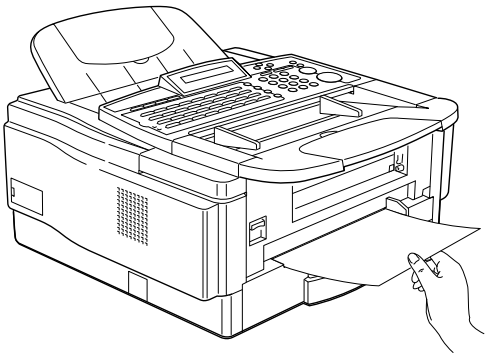
USING MANUAL FEED

You can set a sheet of paper using the manual feeder when you make a copy or print from the PC (Optional Printer Interface is required).

1. Insert a sheet of paper and align it with the right edge.
   Note: The acceptable paper size from the manual feed is 7.5" to 8.5" in width, and 5.5" to 14.0" in length.

   Paper will be fed.



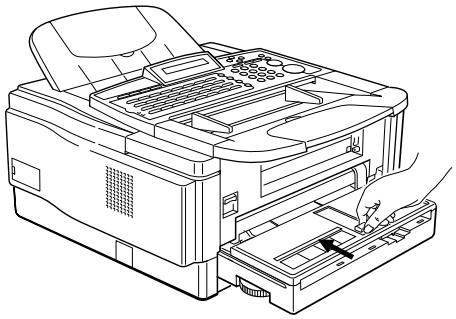
Note: If a paper is left in the manual feeder for 3 minutes, it will be fed out automatically.

Caution: Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.

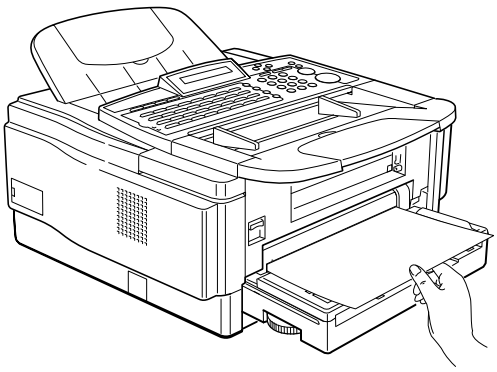
Using Manual Feed with the Removable Cassette (Option)

You can set a sheet of paper using the manual feeder of the removable cassette when you make a copy or print from the PC (Optional Printer Interface is required).

1. Close the cover of the removable cassette



2. Set a sheet of paper and align it with the right edge.
Paper will be fed.



Note: The acceptable paper size from the manual feed is 7.5" to 8.5" in width, and 5.5" to 14.0" in length.

Caution: Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.

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BEFORE YOU SEND YOUR FIRST FAX

SOME ITEMS MUST BE PROGRAMMED FIRST

Overview

After you have installed your new machine and connected it to the telephone line, there are a few things that you have to do before you start to send fax messages from your new machine.

You should set up your machine's clock and identification. In fact, for faxes sent to, from, or within the United States, the United States' Federal Communications Commission (FCC) states that the fax message must contain header information that identifies the sender (or the sender's organization), and the date and time that the fax was sent. To do this, program the following features.

❒ Date and Time/Daylight Saving Time: see page 37.
❒ RTI (Remote Terminal Identification): see page 39.
❒ TTI (Transmit Terminal Identification): see page 39.
❒ CSI (Called Subscriber Identification): see page 40.

In addition, you also have to make sure that the fax machine's dialing circuits are set up correctly. There are two settings: Pulse Dial, and Tone Dial. If you select the wrong setting, your machine will not be able to dial fax numbers. If you are not sure which setting to use, contact your telephone company. To change this setting, see the following section of the manual.

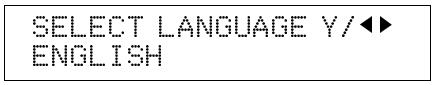
❒ Telephone Line Type: see page 41.

Also, if you have a handset attached to your fax machine, make sure that its dialing circuit is also set up correctly.

Language Selection

If your native language is Spanish or French, you can have the machine display instructions and print reports in either of these languages instead of in English.

1. **Function 6 2 2 2 2 9 3** and **Yes**



2. Use the ◄ and ► to scroll the language.
3. When the correct language is displayed, press **Yes** and **Function**.
   ❒ Once you have done this, all displays and reports will be in the selected language.

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Date and Time

Your fax machine has an internal clock. It controls the following features.

- ❒ The time display on the operation panel while the machine is idle.
- ❒ Operation of time-delay features like Send Later.
- ❒ The date and time that is printed out on pages that you receive, if Reception Time is switched on.
- ❒ The date and time that is printed out at the other end on pages received from your machine.

Program the correct date and time when you install the machine.

Cross-references:
Send Later: see page 73.

1.Press **Function 6 2 2 2 2 9 1** and **Yes**
Example: Change to 09 May '95, at 10:25AM

```
FRI              :*/#/Y
APR 21 1995  01:35PM
```

2. Change the month using ***** or **#** (***** to scroll forward, or # to scroll backward) on the ten key pad and press ▶ to move the cursor.

```
SUN              *//#/Y
MAY 21 1995  01:35PM
```

3. Change the date with the ten keypad as 09.

```
TUE              *//#/Y
MAY 09 1995  01:35PM
```

4. Type in the year and time at the keypad as 9 5 1 0 2 5.

```
TUE              *//#/Y
MAY 09  1995  10:25PM
```

5. Change AM/PM using * or # on the ten key pad.

```
TUE              *//#/Y
MAY 09  1995  10:25AM
```

6. When the display is correct, press **Yes**
Function

Daylight Saving Time

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

- ❒ When you install the machine for the first time, take care that the setting is correct before you set the date and time.

1. Press **Function 6 2 2 2 2 6 2** and **Yes**

```
                 Y/NEXT▶
SELECT LINE
```

2. Press ▶ until the screen is as shown opposite, and then press **Yes**.

```
                 Y/NEXT▶
DAYLIGHT TIME ON/OFF
```


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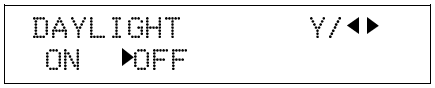
3 .Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is off if the display is shown as opposite.



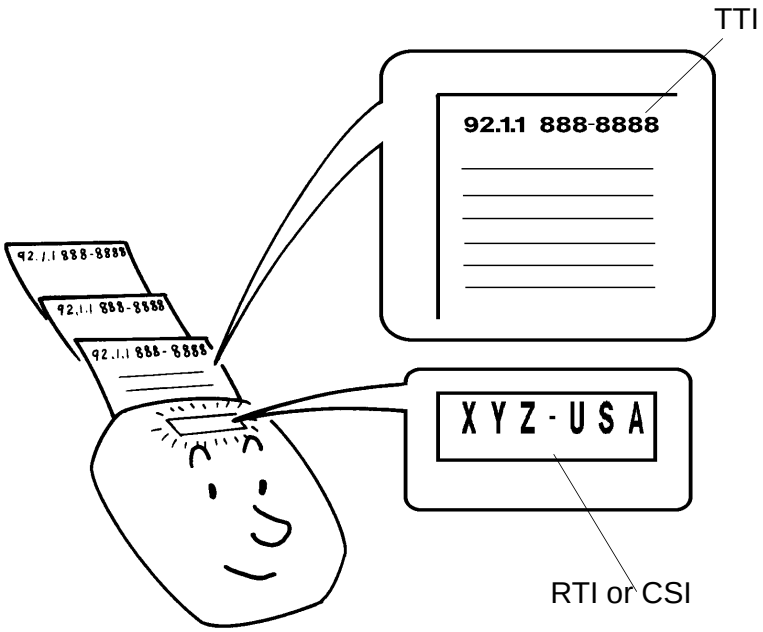
4. To store your setting: **Yes**

Terminal Identification

There are three labels which identify yourself to the operator at the other end. These labels are called the RTI, the TTI, and the CSI.

- ❒ RTI (Remote Terminal Identification) and CSI (Called Subscriber Identification): These appear on the receiving fax machine in the display on the operation panel during communication, and on reports after communication.
- ❒ TTI (Transmit Terminal Identification): This is printed at the other end at the top of each page received from your machine.

You can see the RTI, TTI, and CSI of the other party during the communication (see the following diagram) and on reports printed by the machine later.



Some machines may reject your transmitted fax messages if you have not stored the RTI, TTI, or CSI in advance.

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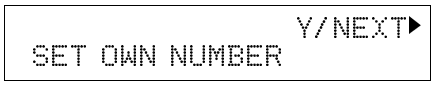
Note: You can switch the TTI off for a particular transmission if you do not wish it to be printed on your pages as they are printed at the other end. See page 76.

RTI (Remote Terminal Identification)

Your RTI appears on the other party's operation panel during communication, if the other machine was made by the same manufacturer as yours. The RTI can have up to 20 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

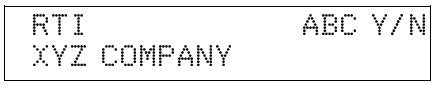
1. Press **Function 6 2 2 2 2 6 1** and **Yes**



2. Press ▶ until the screen is as shown opposite.

3. Press **Yes**

4. Input the RTI using the Quick Dial key or the ten key pad. (You can delete the character using **Clear**.)
   Example: XYZ COMPANY
   How to program characters, see page 7.



Note: RTI cannot be not more than 20 characters

5. Press **Yes** to program the RTI. You may then enter the TTI. Go to the step 1 in the following procedure in order to enter the TTI.

TTI (Transmit Terminal Identification)

Your TTI is printed at the other end on the top edge of each page that you send. The TTI can have up to 32 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

1. Either:

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❒ To enter the RTI from the standby mode, press **Function 6 2 2 2 2 6 1** and **Yes**. And then press ▶ until the screen is as shown opposite. Then press **Yes**.

❒ If you have just enter the RTI in the previous procedure, press **Yes**.

2. Either

❒ If no TTI has been stored, input the TTI using the Quick Dial keys and the ten key pad.

❒If a TTI has already been stored, and/or you do not wish to edit: **No** and go to step 4.

❒ To change or enter the TTI, press **Yes**, then edit your TTI
Example: XYZ HEAD OFFICE
Note: Not more than 32 characters.
How to program characters , see page 7.
To edit the TTI to XYZ NY OFFICE for Example move the cursor below H using ◀ and ▶. Press **Clear** four times and input NY

```
TTI                ABC
```

```
TTI  CHANGE?       Y/N
XYZ HEAD OFFICE
```

```
TTI  CHANGE?       Y/N
XYZ HEAD OFFICE
```

```
TTI                ABC Y/N
XYZ NY OFFICE
```

3. Press **Yes** to enter the TTI.

4. And you can enter the CSI continuously.
Either;
-Go to step 1 in the following procedure of CSI programming.
- Press **Function** to return to the standby mode.

CSI (Called Subscriber Identification)

Your CSI appears on the other party's operation panel during communication instead of your RTI, if the other party's machine is another manufacturer's product. The CSI can have up to 20 characters (only numbers and spaces can be used). Enter your fax machine's telephone number, because some features of your machine may not work if the CSI is not the same as the telephone number.

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1. Either:
   - ❒ If you enter the CSI from the standby mode, press **Function, 6, 2, 2, 2, 2, 6, 1** and **Yes**. And then press ▶ until the screen is as shown opposite. Finally press **Yes**.
   - ❒ If you have just entered the TTI in the previous procedure, press **Yes**.

```
                    Y/NEXT▶
SET CSI
```

```
CSI                 KPAD
```

2. Input your telephone number.
   Example: 2125556789

```
CSI           KPAD/Y/◀▶
2125556789
```

   Note: Not more than 20 digits.
   - ❒ If you wish to input a "+" sign by Quick Dial 28 (Symbol), to signify your international dial access code (this is a common practice in Europe).

3. **Yes** and **Function**.

Telephone Line Type

If the setting of this feature is incorrect, you will not be able to dial using the machine's keypad or automatic dialer.

There are two basic types of telephone company exchange:
- ❒ Exchanges using Tone Dialing (also known as touch tone, DTMF, TT, or sometimes PB)
- ❒ Exchanges using Pulse Dialing (also known as rotaty dial, PD or DP)

The telephone line type setting in your fax machine must match the type of exchange that you are connected to. If you are not sure what type your local exchange is, ask the telephone company.

Note: If there is a handset connected to your fax machine, make sure that it is also set up in the correct dialing mode.

Change the line type setting for the fax machine using Function 62.

1. Press **Function 6 2 2 2 2 6 2** and **Yes**.
   Make sure that the display is as shown opposite

```
                    Y/ NEXT▶
SELECT LINE
```

2. Press **Yes**.
   PD = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.

```
SELECT LINE         Y/◀▶
▶TT  PD
```

3. Change the setting by using ◀ or ▶.
4. To finish, press **Yes** and **Function**.

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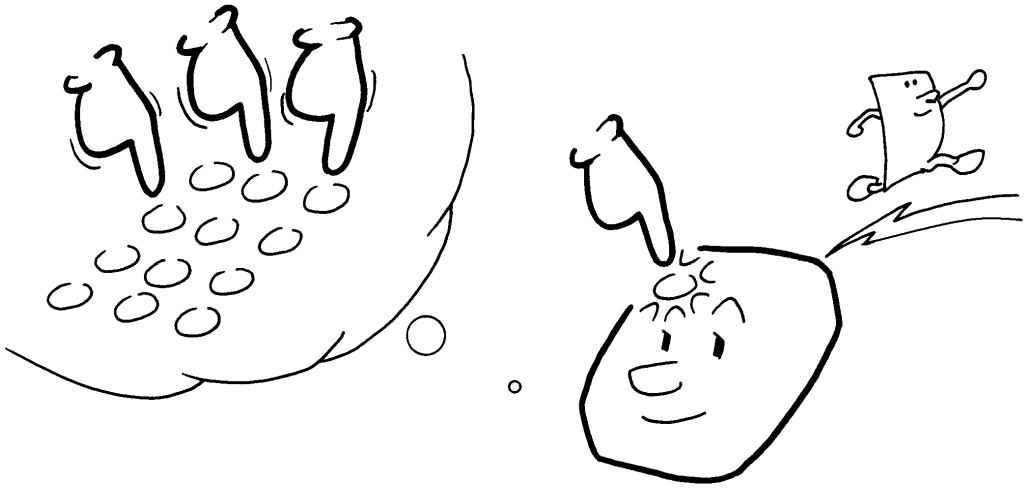
QUICK DIAL, SPEED DIAL, AND GROUP DIAL

Three Convenient Ways to Dial



Instead of dialing the full number on the fax machine's keypad, you can use Speed Dial, Quick Dial or Group Dial.

These features allow you to store telephone numbers in your machine's memory. (A stored number will remain in the memory, and you can use it as many times as you wish without having to reprogram it.)

Then, when you need to dial a number, just call it up (by pressing the required Quick Dial key or two digit Speed Dial code).

Quick Dial and Speed Dial

Quick Dial and Speed Dial are very convenient for dialing numbers that you often call, especially if these numbers are very long (like international numbers).

These features greatly improve the convenience of operating your machine. However, first, you have to program the telephone numbers that you need into the Quick Dial Keys and Speed Dial Codes in your machine.

After programming your Quick Dials and Speed Dials, you can dial a telephone number with very few keystrokes.

- ❒ For Quick Dial, just press a Quick Dial Key then press Start.
- ❒ For Speed Dial, press the key on the operation panel labeled "Speed Dial", enter a two-digit Speed Dial Code, then press Start.

You can store up to 32 Quick Dial Keys and 90 Speed Dial Codes in this model.

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When you store a Quick Dial or Speed Dial, you can also store the name of the other party as a quick reference (this name will be displayed on the operation panel before you press the Start key, so you can check whether you have selected the correct number).

Groups

If you frequently send the same message at the same time to more than one place, program these telephone numbers into a group. Then you can send the messages to all the addresses in that group with just a few keystrokes.

You can also program a name for that group (for example, "Branch Offices"), which will be displayed before you press the Start key. This helps you to check whether you have selected the correct group.

You can store up to 7 Groups in this machine.

Groups can be used with the following features.
❒ Broadcasting (Sending to More Than One Location); see page 62.
❒ Polling Reception; see page 157.

Caution: There are limits on the number of addresses that can be dialed with each of these features. Do not store more numbers in the group than the capacity of the feature that you plan to use it with. These limits are:

Broadcasting: 132 addresses
Polling Reception: 132 addresses

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Programming Quick Dial

This machine has 32 Quick Dial Keys (01 to 32), each of which can be programmed as **one** of the following: Quick Dial Key, Group, Auto Document, or Keystroke Program. The page number in the following table shows the location of the programming procedure.

1	Quick Dial	A fax or telephone number	This page
2	Group	A set of fax numbers that you often wish to send the same fax to at the same time.	Page 50
3	Keystroke Program	A program of settings, features, and destinations.	Page 96
4	Auto Document	A page that you often send, such as a map.	Page 103

Using the following procedure, you can store telephone numbers as Quick Dials.

Note: You cannot use the following procedure to store Groups, Keystroke Programs or Auto Documents.

Programming a New Quick Dial

1. Press **Function 3 1** and **Yes**.
   - ❒ At this time, you can print a Quick Dial List if you press ◄ and **Start**

```
                    QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

2. Press the Quick Dial Key that you wish to program.
   Example: Quick Dial **01**
   Note: Press the **01** of the Quick Dial Key not **0** and **1** on the ten key pad
   - ❒ If you pressed the wrong key, scroll using ◄ and ►.

```
 01       PROGRAM? Y/◄►
```

3. **Yes**

```
 01                 KPAD/N
```

4. Enter the telephone number at the operation panel's ten key pad.

```
 01           KPAD/Y/N
2125551234
```

If your machine is behind a PBX, include the access code and a pause before the telephone number.For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**

```
  01                Y/N
PROGRAM LABEL?
```


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6. To enter the label for this Quick Dial press **Yes**
   Note: If you do not wish to enter a label, press **No**. Go to step 9.

```
  01          ABC
```

7. Enter the label
   Example: NEW YORK OFFICE
   Enter the characters using the Quick Dial Key and the ten key pad.
   How to enter label, see page 7.

```
  01              Y/N
NEW YORK OFFICE
```

8. **Yes**

```
                QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

9. Either:
   Program another: Go to step 2.
   Finish: **Function**.

Editing a Quick Dial

1. **Function 3 1**and **Yes** .

```
                QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

2. Press the Quick Dial key that you wish to edit. Example: 01 of the Quick Dial Key.

```
  01      CHANGE?◄►
NEW YORK OFFICE
```

   ❒ If the wrong number is displayed, use ◄ and ► to scroll through the Quick Dial Keys on the screen.

3, **Yes**

```
  01     KPAD/Y/N
2125551234
```

4. Edit the number.
   ❒ Use ◄ and ► to move the cursor, and use Clear to delete the number at the cursor, and enter the correct numbers. You can enter the number before the cursor position.

```
  01     KPAD/Y/N
2125552234▒▒▒▒▒▒▒▒
```

   After entering the new number, press **Yes**

```
  01              Y/N
PROGRAM LABEL?
```

5. Either
   ❒ Change the label: Edit the existing label, then press **Yes**. And go to step 6.
   ❒ Keep the label as it is: press **Yes** twice. Go to step 8

```
  01          ABC Y/N
NEW YORK OFFICE
```


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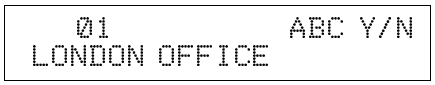
6. Edit the label .
   Example: LONDON OFFICE
   How to edit: See page 7.



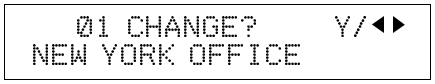
7. **Yes**

8. Either
   - ❒ Edit another: Go to step 2.
   - ❒ Finish: **Function**.

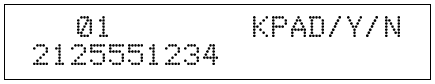
Erasing a Quick Dial

1. **Function 3 1** and **Yes**

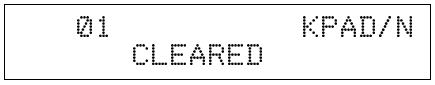
2. Press the Quick Dial key that you wish to erase. Example: **01** of the Quick Dial key.
   Use ◄ and ► to move the cursor to scroll the Quick Dial number.



3. **Yes**.



4. **No** and **Yes**



5. Either:

   - ❒ Edit another: Go to step 2.
   - ❒ Finish; **Function**.

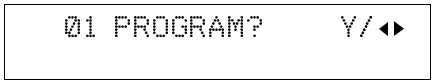
Programming Speed Dials

Using this feature, you can store telephone numbers as Speed Dial Codes.

Programming a New Speed Dial

1. **Function 3 2** and **Yes**

2. Input the Speed Dial Code that you wish to program (from 00 to 89).
   Example:
   If you program the Speed Dial code 01; press **0** and **1** from the ten key pad



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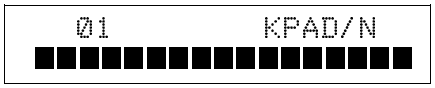
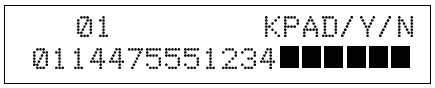
3. **Yes**

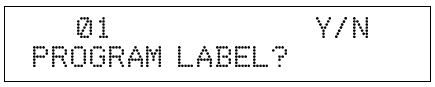


4. Enter the telephone number at the operation panel's ten key pad.

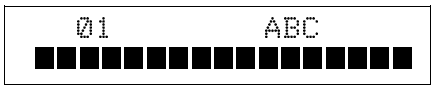


If your machine is behind a PBX, include the access code and a pause before the telephone number.
For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**

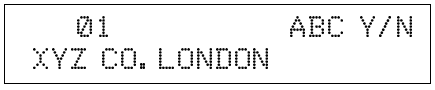


6. Either
   - If you want to program the label for this Speed Dial, press **Yes**.



   - Do not program a label for this number: Press **No** and go to step 9.

7. Enter a label.
   Inputting and editing labels: see page 7.



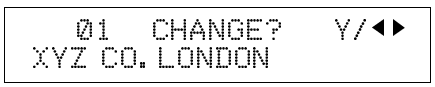
8. **Yes**

9. Either:
   - Program another: Go to step 2
   - Finish: **Function**.

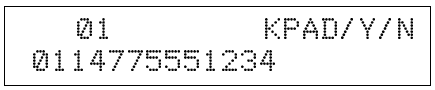
Editing a Speed Dial

1. **Function 3 2** and **Yes**

2. Input the Speed Dial Code that you wish to edit (from 00 to 89).
   Example:
   If you edit the Speed Dial code 01; press **0** and **1** from the ten key pad
   Note: Also you can search the Speed Dial code with ◄ and ► after pressing ►.



3. **Yes**.



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4. Edit the number.
   - ❒ Use ◄ and ► to move the cursor, and use **Clear** to delete the character at the cursor, and enter the correct characters. You can enter the character before the cursor position.

After entering the new number, press **Yes**

```
  01                Y/N
PROGRAM LABEL?
```

5. Either

```
  01           ABC Y/N
NEW YORK OFFICE
```

- ❒ Change the label: Edit the existing label, then press **Yes** and go to step 6.
- ❒ Keep the label as it is: press **No** and go to step 8.

6. Edit the label .
   Example: LONDON OFFICE
   Use ◄ and ► to move the cursor, and use **Clear** to delete the number at the cursor, and enter the correct numbers. You can enter the number before the cursor position.
   How to edit: See page 7.

```
  01           ABC Y/N
LONDON OFFICE
```

7. **Yes**

```
                KPAD/◄►
PRINT LIST ◄/SEARCH ►
```

8. Either
   - ❒ Edit another: Go to step 2.
   - ❒ Finish: **Function**

Erasing a Speed Dial

1. **Function 3 2** and **Yes**.

```
                KPAD/◄►
PRINT LIST ◄/SEARCH►
```

2. Input the Speed Dial Code that you wish to erase. Example: If you erase the Speed Dial code 01; press **0** and **1** from the ten key pad.
   -If the wrong number is displayed, use the ◄ and ► to scroll through the Speed Dial Codes on the screen.

```
  01  CHANGE?   Y/◄►
XYZ CO. LONDON
```

3. **Yes**

```
  01          KPAD/Y/N
01147755551234
```

4. **No** and **Yes**.

```
  01            KPAD/N
      CLEARED
```

After erasing a number, you can store a new one to replace it.

If you do not wish to erase another Speed Dial number, go to step 2 to continue or press **Function** if you have finished.

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Programming Groups

Groups allow you to combine some numbers into one group, for easy sequential transmission to all the numbers in that group. These numbers can be selected from those already stored in Quick Dial Keys or Speed Dial Codes, or you can select other numbers by entering them at the keypad.

You can also store a label with each Group. This label will be displayed when you select the Group.

Note: See page 62 to see how to dial a group.

The Group programming procedure has several modules. Entering Group Programming mode will be explained first, followed by each of the modules.

Entering Group Programming Mode and Selecting a Group

1. **Function 3 3** and **Yes**.

```
GROUP              1-7/N
PRINT LIST ◄/SEARCH ►
```

2. Input the number of the group that you wish to program.

❒ There are 7 groups, from 1 to 7.

```
GROUP 1            Y/◄ ►
```

Example: Group: 1
Enter **1** from the ten key pad and **Yes**

❒ If this group already exists, go to step 4.
❒ If you input the wrong group number, press **No**.

```
GROUP          Y/N
PROGRAM QUICK?
```

3. Either
- If you do not program this group into a Quick Dial key; **No** and go to step 6..

- If you want to program this group into a Quick Dial key; **Yes**

```
GROUP 1         QUICK/N
```

4. Press the Quick Dial Key in which you wish to store this new group.
Example: **08** from the Quick Dial key.
❒ If you pressed the wrong key: **No**.

```
GROUP 1            Y/N
  08
```

5. **Yes**.

```
GROUP 1            Y/N
PROGRAM LABEL?
```

6. Either:

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❒ If you want to program a label for this Group: Press **Yes** and go to step 7.
❒ If you do not wish to program the label: Press **No** and go to step 9.

7.Input a label using the Quick Dial keys and the ten key pad (such as DISTRIBUTORS).

```
GROUP 1      ABC /Y/N
DISTRIBUTORS
```

8. **Yes**.

```
GROUP 1          DIAL/N
```

9. Input the number that you wish to store in the group. For example:

Quick Dial 25: Press the **25** of the ten key pad.

```
GROUP 1            Y/N
  25
```

Speed Dial 00: **Speed Dial** key and then **0** and **0** from the ten key pad.

```
GROUP 1            Y/N
  00
```

Full number: Input at the keypad on the operation panel.

```
GROUP 1      Y/N
00144215842261
```

10. **Yes**
If "ALREADY PROGRAMMED" appears, either;
❒ Keep the number: **No**
❒ Erase the number : **Yes**

```
GROUP 1          DIAL/N
```

NOTE: Do not store more than 132 numbers in a Group.

11. Either:
❒ Input another number: Go to step 9.
❒ Finish storing numbers in this group: **No**. And go to step 12.

12. Now you can either:

```
GROUP              1-7/N
PRINT LIST ◀/SEARCH ▶
```

❒ Start working on another Group. Go to step 2.
❒ Return to standby mode by pressing **Function**.

Editing and Erasing the Group

This procedure deletes or edits this Group and all the numbers stored in it. The Speed Dial Codes and Quick Dial Keys that you used in this Group will not be deleted from the memory; you can continue to use them for other purposes.

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1. **Function 3 3** and **Yes**.

```
GROUP              1-7/N
PRINT LIST ◀/SEARCH ▶
```

2. Input the number of the group that you wish to program.
   Example: If you want to delete or edit the contents of the Group 1; press **1** of the ten key pad . And press **Yes**.

```
GROUP 1             Y/N
PROGRAM QUICK?
```

3. Either;
   - If you want to change the Quick Dial key where that Group is stored; **Yes**
   And press **No** and press a New Quick Dial Key. (Note; If that Group is not programmed into a Quick Dial Key, you don't have to do it.)
   And press **Yes**. Then go to step 4.

```
GROUP 1             Y/N
  08
```

```
GROUP 1             Y/N
  16
```

```
GROUP 1             Y/N
PROGRAM LABEL?
```

   - If you don't program that group into a Quick Dial Key, press **No**, then go to step 4.

```
GROUP 1             Y/N
PROGRAM LABEL?
```

4. Either;
   - If you want change the label, press **Yes**.
   Edit the label and press **Yes**.

```
GROUP 1         ABC Y/N
DISTRIBUTOR
```

```
GROUP 1          DIAL/N
```

   - If you keep this label, press **No**.

5. Input a number that you wish to store in or erase from the group.
   Example:
   Quick Dial 01: **01** of the quick dial key
   Speed Dial 30: **Speed Dial**, **3** and **0** of the ten key pad.
   Full number: Enter at the ten key pad.

```
GROUP 1             Y/N
SPEED 30
```

6. **Yes**.
   If "ALREADY PROGRAMMED" appears, either:
   - Keep the number: **No**.
   - Erase the number **Yes**.
   Go back to step 5.

```
GROUP 1          DIAL/N
```


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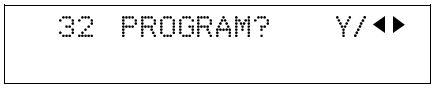
7. Either:
   - Store or erase another number: Go to step 5.
   - Finish: **Function**
   - To erase a group completely, you must erase every telephone number from the group individually, using steps 5 and 6.

Programming the Group Key

You can program the 7 Groups. However, there is no room in Quick Dial keys, this Group key is helphul. You have to program the **32** of the Quick Dial key as the Group key.

1. **Function 3 1** and **Yes**.

2. Press **32** of the Quick Dial key.



3. **Yes**.

4. **Yes**.
   Quick Dial **32** has been programmed as a Group key.

How to transmit using the Group key, see page 63 .

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Storage Capacity for Telephone Numbers

When you use the three features listed in the following table, you can dial more than one number. Some functions have different capacities.

COMMUNICATION FEATURE	PAGE	MAX. NUMBER OF ADDRESSES/FAX MESSAGE	TOTAL FAXES	TOTAL ADDRESSES FOR ALL FAXES	MAX. STORED Pages
Broadcasting	62	132	132	300 (Note: Any fax number can be used for more than one fax message at the same time)	Standard: 19 With 2M: 186 With 4M: 350 (✯3)
Polling Reception	157	132			

The following table shows how many telephone numbers you can store in the machine.

Quick Dials	32
Speed Dials	90
Ten Key Pad (✯1)	67
Groups (✯2)	7

✯1 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 66 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you have stored, say, 30 numbers at the ten key pad into your groups, then you will only be able to input 37 full dial numbers at any one time for other operations, such as broadcasting.

✯2 You can program up to 7 groups. Each group can contain up to 132 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 67 numbers that are not programmed as Quick or Speed Dials; see Note 1 above for the restrictions on the use of these numbers.

✯3This is the theoretical maximum number of pages that can be stored.

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DEALING WITH JUNK FAX MAIL

The following features will help you to reject unwanted junk fax mail.
❒ Authorized Reception: see page 130.
❒ Closed Network (Reception): see page 148.
❒ Rejection of messages from unauthorized senders: see page 129.

OTHER ITEMS TO PROGRAM AT YOUR LEISURE

The following features will help you use the machine more quickly and efficiently.
❒ Auto Document: see page 103.
❒ Keystroke Programs: see page 96.
❒ Chain Dialing: see page 114.

To use the full range of features provided by this fax machine, you need to program other items. These procedures are all given in the relevant sections of the manual.

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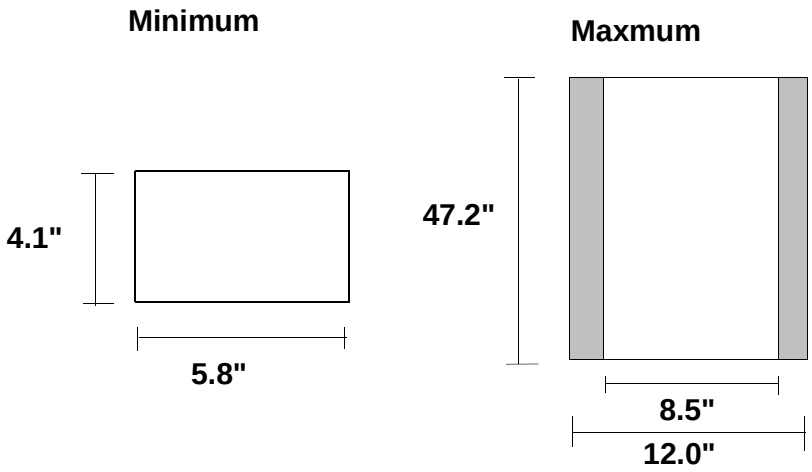
SENDING A FAX MESSAGE

Precautions Concerning Unacceptable Document Types

Before you send your document, make sure that it meets the following requirements.

Caution: Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.



* The part shaded ▭ will not be scanned, because it is outside the maximum scanning width range.

Correct Size for the Document Feeder

Thickness: 2 to 8 mils (20 lb paper)
Length and Width: See the above diagram.
If the page is too short, put it inside a document carrier or enlarge it with a copier.
If the page is too long, divide it into two or more sheets.

Clearly Written
Small faint characters may not be transmitted clearly.

Uniform Page Size
Do not use different sizes of document in the same transmission.

Dry Ink
All ink must be dry before you place the document in the feeder.

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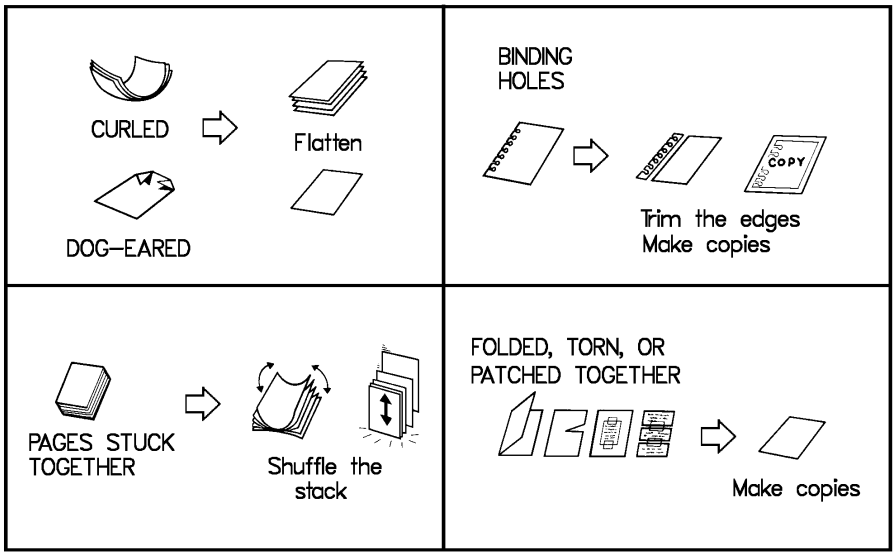
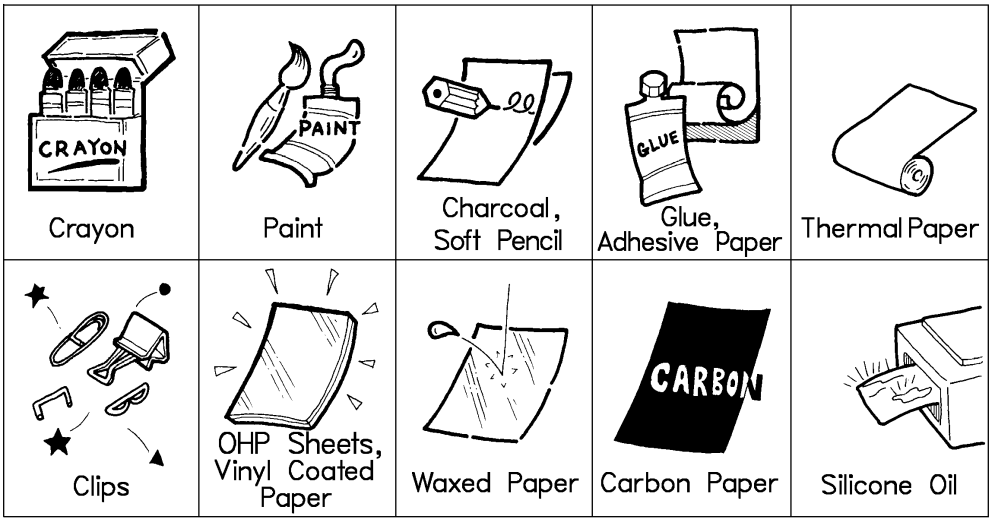
Page Condition

Do not place damaged pages in the automatic document feeder.



Originals that contain the following materials should not be placed in the document feeder. Make copies of these originals and scan the copies.



Note: Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

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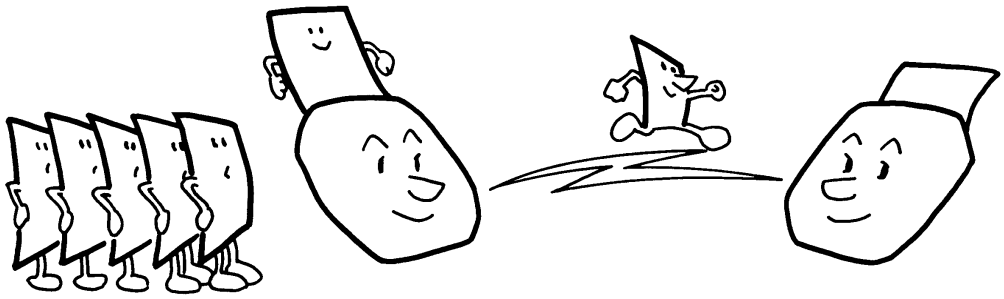
Transmission Procedure at a Glance

Overview

There are two ways to send a fax message.
❒ Immediate Transmission
❒ Memory Transmission

Immediate Transmission



Immediate Transmission is convenient when:
❒ You wish to send a message immediately
❒ You quickly wish to check whether you have successfully connected with the other party
❒ Your machine's memory is getting full

The machine dials immediately after you press Start (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

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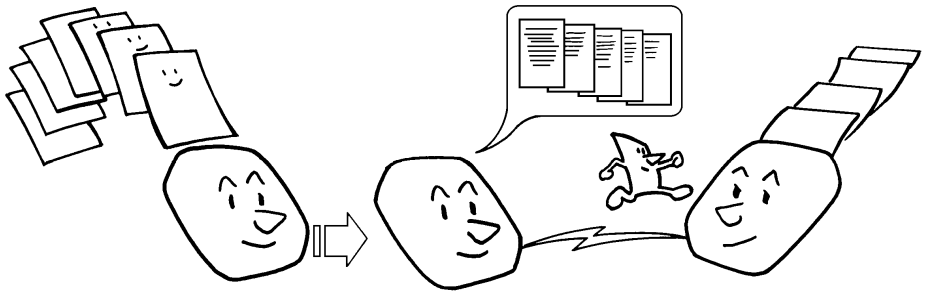
Memory Transmission



Memory Transmission is convenient because:

- ❒ Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- ❒ While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- ❒ You can send the same message to more than one place with the same operation.

After you press Start, the machine doesn't dial until all the pages of your fax message have been stored in the memory.

The default mode of this machine is Memory Transmission, so the procedures described in this manual will be based on the assumption that you are using Memory Transmission. Immediate Transmission is described in a separate section.

Cross-references
Send Later: see page 73.

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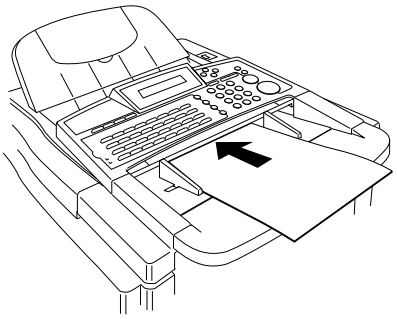
Sending to Just One Location

1. Make sure that the machine is in standby mode:
   The display on the operation panel must be as shown on the right.

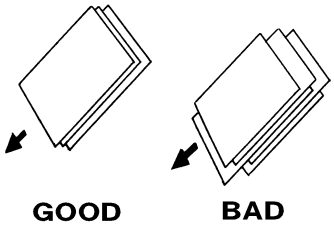
```
READY  100% 10:00AM
SET DOC. OR DIAL NO.
```

2. Carefully place your fax message face down into the auto document feeder.
   Note: You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 4.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```



- ❒ The pages must be placed face down in the feeder, with the first page at the bottom of the stack.
- ❒ Feed the pages in so that the top edge goes in first.
- ❒ Do not feed in more than 30 pages.
- ❒ Do not use unsuitable types of original (see pages 56 and 57).
- ❒ Adjust the document guides to fit the width of the pages.



- ❒ Do not use pages of different sizes.
- ❒ The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

Selecting Contrast and Resolution: See page 66.
Options for Sending a Message: See page 71.

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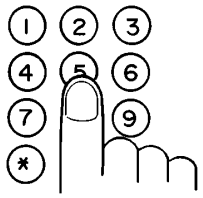
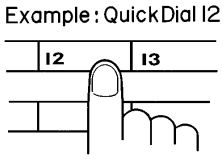
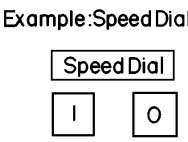
3. Dial in one of the following ways.

```
TRANSMIT      Y/START
2125551234
```

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset ✱
			

✱ : Only if the telephone handset is installed.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number.
For an international number, press the Pause key after entering the country code.

4. **Start**

5. The machine stores your fax message.

6. The machine dials, and the line to the other party is connected.

Note: Watch the display. The identification of the other party will appear.

```
NEW YORK OFFICE
A4 → A4  TRANSMIT
```

7. After sending the message, the machine hangs up automatically.

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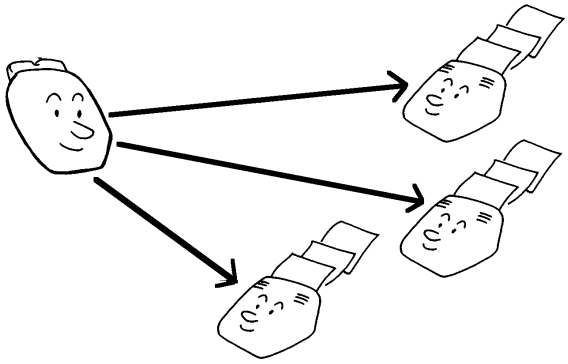
Sending to More Than One Location (Broadcasting)



1. Make sure that the machine is in standby mode (see page 60).
2. Make sure that the Memory indicator is lit. If it is not, press **Memory**.
3. Place your fax message face down into the feeder.

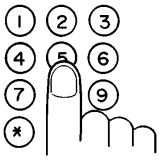
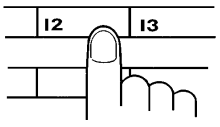
❒ You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 5.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

Selecting Contrast and Resolution: See page 66.
Options for Sending a Message: See page 71.

4. Dial in one of the following ways.

```
TRANSMIT   Y/START
1222553333
```

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group Dial ✯
	Example : Quick Dial 12 	Example: Speed Dial 10 Speed Dial 1 0	Example: Group 1. stored in Quick Dial Key 08 **08** of the Quick Dial Key

✯ : Method: Press the Quick Dial Key the Group is stored in (in the example, press key 08).

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If your machine is behind a PBX, dial the access code, then a pause, then the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**

```
TRANSMIT      OPTION▶
DIAL NEXT NUMBER
```

6. Either
   - ❒ Dial another number: Go to step 4.
   - ❒ Press **Start**.

   The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

NOTE: In theory, you can send the same fax message to up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 54 for more information concerning the limitations to this feature.

Transmission using the Group key

The followings are the procedure using the Group key. You have to program the Group key into the Quick Dial 32. (Programming the Group Key. see page 53 .)

1. Place a document into the feeder.

```
TRANSMIT      OPTION ▶
DIAL FAX NUMBER
```

2. Press **32** of the Quick Dial key (Group key)

```
GROUP              1-7/N
G
```

3. Enter a Group number.
   Example 1; press **1** of the ten key pad.

```
GROUP            Y/START
G1 DISTRIBUTOR
```

4. **Start**.

Possible Problems

You want to take out the document
Open the scanner, and take out the document.

Caution: Do not pull out the document without opening the scanner, or you will damage the machine.

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You want to send more than 30 pages
While the last page is being fed in, place more pages (up to 30) in the feeder.

You made a mistake while dialing

If you already pressed **Start**, press **Stop** immediately.
If you haven't pressed **Start** yet, either
❒ **No**. The entire number is deleted. Enter a new number.
❒ **Clear** . Only the last digit is deleted.

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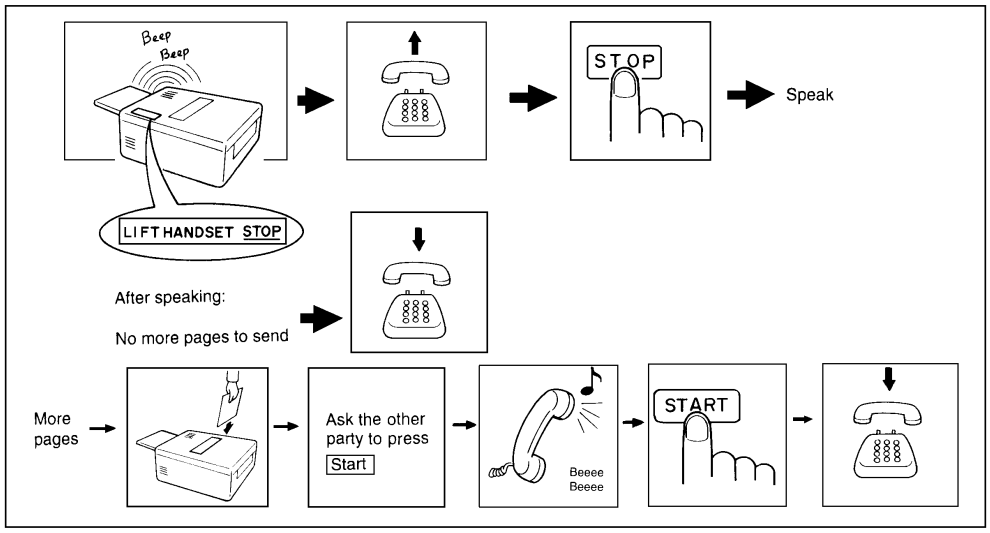
Check Display Indicator are blinking

❒ If the CLEAR ORIGINAL appears in the display:
Take out the document (see page 199). Then redial the destination.

❒ If the ERROR PRESS STOP KEY appears in the display:
If the Communicating lamp is not lit, press **Stop**.
If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

The buzzer is ringing

The other party wishes to speak with you. Proceed as shown below.



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Contrast, Resolution, and Halftone Modes

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

If you are not sure whether your settings are suitable, make a copy of the document using these settings. The printout shows how the fax message will look when it is printed at the other end.

❒ If your fax message has more than one page, you can select different settings for each page. For example, if you wish to use a different resolution just for page 2, change the resolution setting while page 1 is being scanned. Then, while page 2 is being scanned, you can return the resolution setting to the original setting.

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Contrast

The text and diagrams in your document must stand out clearly from the paper they are written on. If your document has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the contrast.

There are three grades.
Normal: Suitable for most documents
Darken: Use for documents with faint writing (such as those written in pencil)
Lighten: Use for documents that have a dark or patchy background

Resolution

If your document contains fine print or detailed diagrams, use a higher resolution setting.

Standard: Suitable for most typewritten documents
Detail: Use for documents with small print or fine details
Fine: Use this for high quality reproduction

Halftone

If your document contains a photograph, or diagrams with complex shading patterns or grays, switch Halftone Mode on to achieve optimum image quality.

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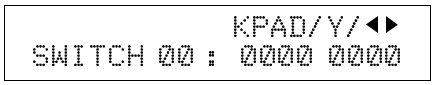
Selecting the Halftone Type

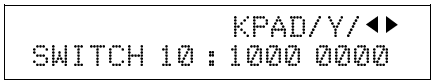
This model has two types of Halftone: the Dither Process and the higher quality Error Diffusion Process. To change the currently used Halftone type, perform the following procedure.

1. **Function 6 2 2 2 2 6 3** and **Yes**

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 10 are shown. You need to change digit 7.
   If you wish change the setting press **7** on the ten key pad.
   Digit 7
   1: Speed mode
   0: Standard mode



Speed mode: The machine will use the Basic Halftone Process.
Standard mode: The machine will use the higher quality Error Diffusion Process.

4. Finish: **Yes** and **Function**

Halftone Mode slows down the transmission speed, and may increase your communication costs, especially if you use the Error Diffusion process. Higher resolutions also do this. This is because these settings create larger amounts of data to be sent.

Messages are transmitted the fastest if you use the standard resolution setting, and keep Halftone off.

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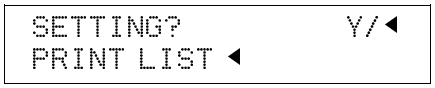
Home Position Setting Adjustments

For the contrast, resolution, and halftone, you can select whether the settings return to home position at the end of transmission (in a new machine, they do). Also, you can change the home positions of these settings.

If you need other adjustments, contact a service representative.

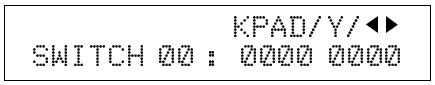
The procedure is as follows (see page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**

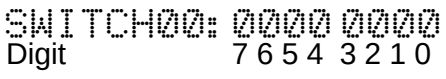


❒ At this time, you can print a User Parameter List if you press ◄ and **Start**.

2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.



The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

ROUTINE OPERATION

The settings that you may need to change are those for digits 0, 1, 2, 3, 4, 5, 6, and 7. The functions of these are as follows.

Digit	Purpose
0	Stamp 0: Off* 1: On
1 2 3	Contrast home position Digit 3 Digit 2 Digit 1 Setting 0 0 0 Normal* 0 0 1 Lighten 0 1 0 Darken Digit 3 Digit 2 Digit 1 Setting 1 X X Do not use this setting
4 5	Resolution home position Digit 5 Digit 4 Setting 0 0 Standard* 0 1 Detail Digit 5 Digit 4 Setting 1 0 Fine 1 1 Do not change these settings.
6	Tramsmission mode home position 0: Memory transmission* 1: Immediate transmission
7	Halftone on/off home position 0: Off* 1: On

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3. If you wish to change one of the settings, press the key on the ten key pad that corresponds to the digit that you wish to change.

Example: **3** from the ten key pad. The value of digit 3 changes.

4. Finish: **Yes** and **Function**

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Optional Features for Transmission

When you make a routine transmission, you can access a few optional features.

These options are only available if " OPTION ▶ " can be seen in the top right corner of the display.

Personal Code

Personal Codes do the following.

- ❒ They allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report that is called the TCR (Transaction Confirmation Report). This will help you to check on who has been using the machine, and how often.
- ❒ They allow you to restrict use of the machine to authorized personnel only. If you switch the Restricted Access feature on, users have to enter their personal code before they can use the machine. The personal code must have already been stored in the machine. This may deter unauthorized personnel from casually using the machine.

Cross-references
Programming Personal Codes: see page 107.
Restricted Access: see page 107.
TCR: see page 172

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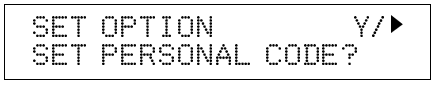
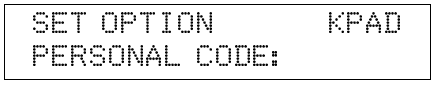
If you input your Personal Code, your name will appear on the TCR and Transmission Result Report.

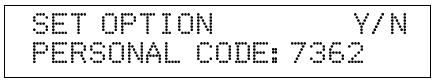
1. Press ▶ and make sure that the display is as shown opposite.



2. **Yes**.



3. Enter the personal code
   Example: **7 3 6 2**



4. **Yes**
   See page 108 for details on how to program the Personal Codes and their labels.

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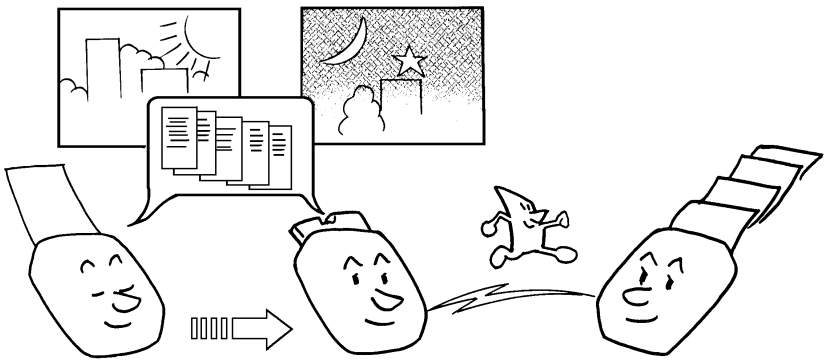
Send Later



Using this feature, you can instruct the machine to delay transmission of your fax message until a later time, which you specify. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

CAUTION
If your machine's memory is full, you will have to keep the message in the document feeder. This means that nobody can use the document feeder unless they remove your document. This would automatically cancel the Send Later operation.

1. Press ▶ until the display is as shown opposite and **Yes**.

```
SET OPTION          Y/▶
SEND LATER?
```

2. Example: Send at 11:30pm
   1 1 3 0 from the ten key pad.
   To change AM/PM, press ***** or # on the ten key pad.

```
SET OPTION       KPAD/Y
TIME 11:30PM   10:00AM
```

3. **Yes**
   The Send Later time cannot be more than 24 hours into the future.

```
TRANSMIT     OPTION ▶
DIAL FAX NUMBER
```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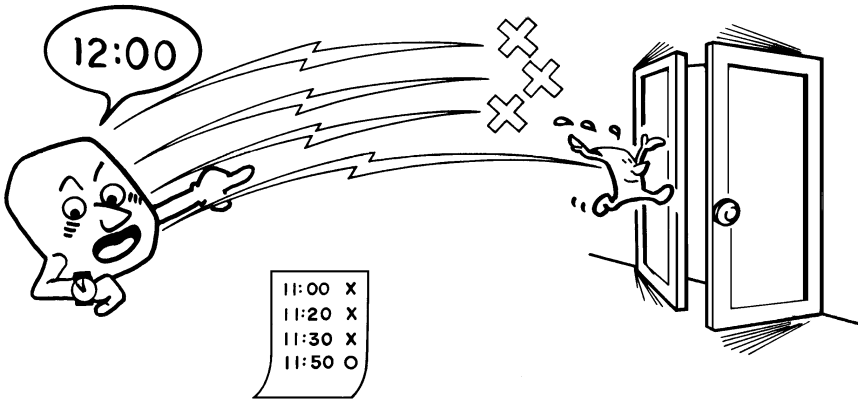
Transmission Deadline (TRD) (Feature Expander Required)



If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

If the line is busy, the machine will redial at set intervals either until the message gets through or until the deadline passes. Before the deadline passes, there is no limit to the number of times that the machine can redial.

This feature is only available with Memory Transmission.

1. Press ▶ until the right display appears.

```
SET OPTION          Y/▶
SET TRD?
```

2. **Yes**.

```
SET OPTION       *//*/Y
TIME 12:00    10:00
```

3. Example: The deadline is 12:50 .
   1 2 5 0

```
SET OPTION       KPAD/Y
TIME 12:50    10:00
```

   ❒ The TRD time cannot be more than 24 hours into the future.

4. **Yes**.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```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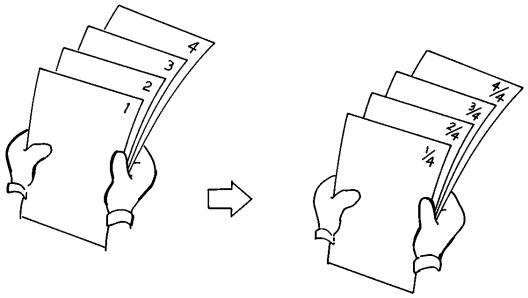
Page Count (Immediate Transmission only)



When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the format in which the page numbers are printed.

If you use Page Count:

❒ Page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the keypad before sending.

If you do not use Page Count:

❒ Page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

Note: If you do not select Immediate Transmission, Page Count is automatically switched on, and the pages are counted automatically.

1. Press ▶ until the right display appears.

```
SET OPTION      Y/▶
SET PAGES?
```

2. **Yes**.

```
SET OPTION      KPAD
PAGES:
```

3. Example: 10 pages
   1 0

```
SET OPTION      Y/N
PAGES: 10
```

4. **Yes**.

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TTI

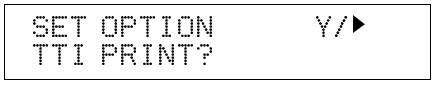
Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

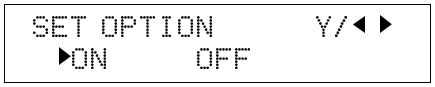
Note: If you switch TTI off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

Cross-reference
TTI: see page 39. Label Insertion: see page 115

1. Press ▶ until the right display appears.



2. **Yes**.



3. If you wish to change the `TTI` setting, press ◀ or ▶ until the displayed setting is correct.

4. **Yes** when you have finished.

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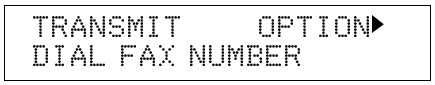
Immediate Transmission

Procedure

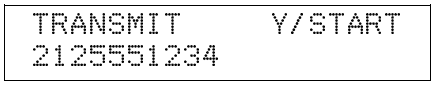
If you do not wish to store the fax message in memory before sending it out, use the following procedure.

❒ The advantages and drawbacks of Immediate Transmission and Memory Transmission are discussed on pages 58 and 59.

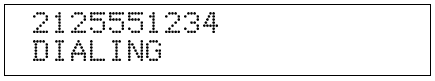
1. Make sure that the machine is in standby mode (see page 60).
2. Make sure that the Memory indicators should go out. If it is lit, press **Memory** .
3. Place the document face down into the feeder.



4. Dial (only one destination).
   See page 61 for how to dial.



5. **Start**



6. The machine dials and the line to the other party is connected. The number that you dialed is displayed (or if you used Quick Dial or Speed Dial, the Quick Dial or Speed Dial Label stored for that number is displayed).

Converting Immediate Transmission to Memory Transmission

If there is a message still waiting in the document feeder, you can convert it into a memory file if you press **Memory** and **Start**. The document will be scanned and stored into memory, leaving the document feeder free for others to use.

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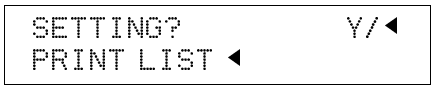
Transmission Mode Home Position Adjustment

The default mode of your machine is Memory Transmission. If you wish, you can change this home position to Immediate Transmission.

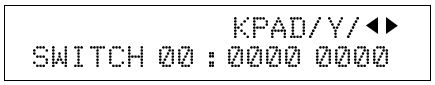
The procedure is as follows (see page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.



❒ At this time, you can print a User Parameter List if you press ◄ and **Start**.

2. Press **Yes**.The settings for switch 00 are now shown on the bottom line of the display.
   The setting that you need to change is that for digit 6.



3. If you wish to change the setting, press **6** on the ten key pad.

SWITCH 00 : 0000 0000

Digit 6:(Double underlined)
0: Memory Transmission
1: Immediate Transmission

4. Finish: **Yes** and **Function**

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Using the Stamp

Press the Stamp key to achieve the transmission verification stamp.When the Stamp indicator is lit, the machine stamps a small mark on the bottom of each page. During memory transmission, the stamp indicates that the page was successfully stored. For immediate transmission, it shows that the page was sent successfully. You must switch the stamp on before you press **Start** , or the machine will not stamp the first page.

❒ If you wish the stamp to be at the top of each page instead of at the bottom, contact your service representative.

Changing the Stamp Home Position Setting

If you wish to change the Stamp default setting, do the following.

(See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   At this time, you can print a User Parameter List if you press ◄ and **Start**.

2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display. The setting that you need to change is that for digit 0.

SWITCH 00 : 0000 0000

Digit 0(Double Underlined)
0: Verification stamp off
1: Verification stamp on

3. If you wish to change the setting, press **0** on the ten key pad

4. Finish: **Yes** and **Function**

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Redialing

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically. Or, with the Redial key, you can redial with just a few keystrokes.

Automatic Redialing

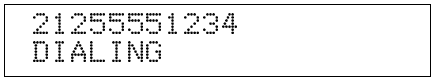
The machine will automatically redial the other party if any of the following conditions occurred.

- ❒ The other party was busy
- ❒ There was no reply from the other party
- ❒ The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used)

Redialing is done 4 times at 5 minute intervals (for a memory transmission) or 2 times at 5 minute intervals (for an immediate transmission).

- ❒ The number of redials and the redial interval may be adjusted by a service technician.

During redialing, the number being dialed is displayed as shown on the right.



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Using the Redial Key

The machine remembers the last telephone number that you input. If you have to redial this number, just press the Redial key, then press the Start key.

This feature has the following uses.

- ❒ If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire.
  Press the Redial key, then press the Start key.
- ❒ If you wish to send another message to the same address that you just sent last time, you don't have to dial the full number again.
  Place the message in the feeder, then press the Redial key, then press the Start key.

To send a fax using Redial, do the following:

1. Make sure that the machine is in standby mode (see page 60).
2. Place your document into the feeder.
3. Press **Redial**

```
REDIAL                  Y
  01 XYZ CO. NEW YORK
```

4. Press **Start**.

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RECEIVING FAX MESSAGES

Selecting the Reception Mode

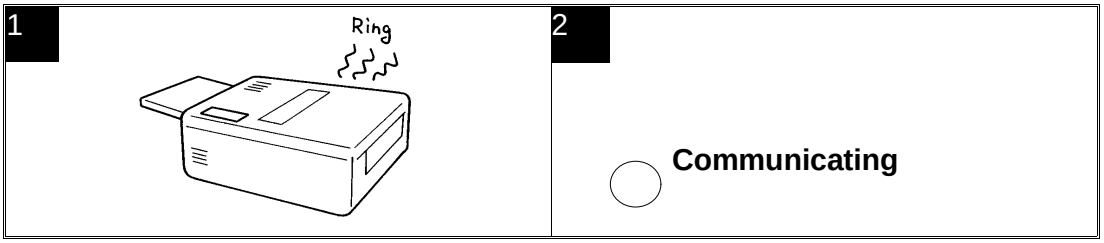
There are two ways to set up your machine to receive fax messages.
❒ Auto Receive Mode
❒ Manual Receive Mode

Press the reception mode key to switch between the modes.

Auto Receive Mode

This mode is selected when the Auto Receive indicator is lit.

Incoming faxes are received automatically. You do not have to be by the machine if the power switch is kept on. Use this mode when you must leave the machine.

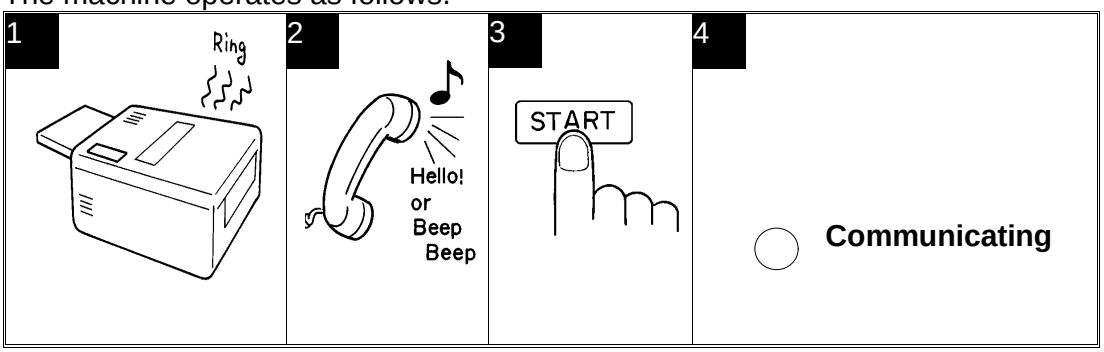


1. The telephone rings once.
2. The machine automatically starts to receive the message.

Manual Receive Mode

This mode is selected when the Manual Receive indicator is lit.

This setting is convenient if you wish to use your fax machine's handset to answer telephone calls coming in on the same line as fax messages. However, your fax machine cannot automatically receive fax messages; you have to be by the machine if a fax message comes in.
The machine operates as follows.



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1. The machine rings continuously until you answer the call. Pick up the handset.

2. If you hear a voice from the other end, speak in reply.
   If you hear a tone every few seconds, the other end is a fax terminal.

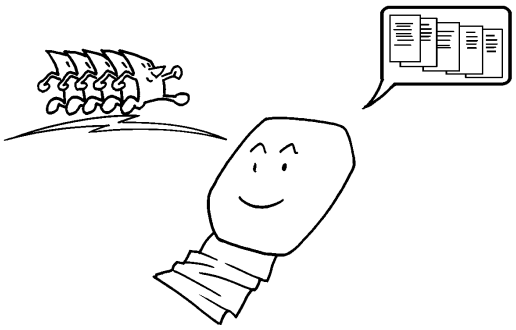
   Note: Remove any documents that are in the feeder.

3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.

4. The machine starts to receive the message.
   The Communicating indicator lights.

Substitute Reception

Overview



If the printer is jammed or out of supplies, you will still be able to receive fax messages; any messages coming in will be stored in the machine's memory.

If the "Receive File" indicator is lit, a message has been stored in the memory using the Substitute Reception feature.

Check the following:
- ❒ The printer paper may be used up. If so, add paper: see page 181.
- ❒ The toner may have run out. If so, add toner: see page 182.
- ❒ The printer paper may have jammed. If so, remove the jam: see page 201.
- ❒ If there appears to be no problem, somebody may be making copies while a fax message is coming in.

The messages received into memory will be printed and erased after the machine has been returned to normal operation.

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Switching Substitute Reception On or Off

There are two conditions under which you may wish to disable this feature.

- If you do not like keeping received fax messages in memory: After your machine has received a fax message to memory, it sends an OK signal to the other end. However, if something happens to your machine and you lose the fax message before you have a chance to read it, the sender will not be informed. Therefore, you may not wish to use the Substitute Reception feature.
- If you do not wish to have your memory full of mail from unknown senders: If you have not enabled the Authorized Reception feature, you can receive fax messages from anybody. However, you can see who they are because their identifier (the TTI) is printed at the top of each page. If the other party has not programmed their identifiers (perhaps in an attempt to hide their identity), you may not wish to receive their messages into memory, which would take up valuable space.

Cross-reference
ECM: see page 118. Authorized Reception: see page 130.

If you wish to switch Substitute Reception on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3 and Yes**.
   At this time, you can print a User Parameter List if you press ◀ and **Start**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

2. The settings for switch 00 are now shown on the bottom line of the display.

```
                KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 05 are shown.
   The settings that you need to change are those for digits 0 and 1.
   The meanings of these settings are as follows.

```
SWITCH 05 : 0000 0000
```

Digit 0 (Underlined)
Digit 1 (Double Underlined)

Digit	Purpose
0	Substitute Reception 0: Off 1: On*
1	Reception to memory (including Substitute Reception, Memory Lock and Forwarding from another station) when no RTI or CSI identifiers were received from the other party 0: Enabled, 1: Disabled

4. If you wish to change the setting, press **0** or **1** of the ten key pad.

5. Finish: **Yes** and **Function**.

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TELEPHONE CALLS

A handset is required to execute the procedures in this section.

You can use your fax machine for dialing in the same way as you would use a telephone. This is useful when calling fax machines that are usually kept in Manual Receive Mode, as well as for telephone conversations.

- ❒ You can dial using Quick Dial Keys or Speed Dial Codes.
- ❒ With the On Hook Dial feature, you do not have to pick up the handset before dialing.
- ❒ You can send a fax message after finishing the conversation, without having to make a new call.

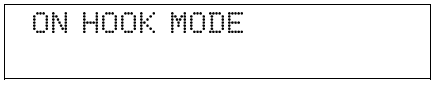
Cross-reference	Manual Receive Mode: see page 82.

Making a Telephone Call

Using On Hook Dial

Using On Hook Dial is like using the handset (see the next page), except that you do not have to pick it up before dialing. Just press the On Hook Dial key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset. This keeps both hands free for referring to telephone numbers while you are dialing.

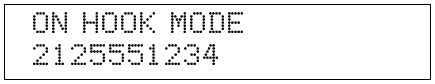
1. Press the **On Hook Dial** key.



2. Dial.

See page 61 for how to dial.
Do not use the handset.

Note: Do not press **Start**.
If you wish to cancel the call, press the **On Hook Dial** key.



3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.

4. Replace the handset when you have finished.

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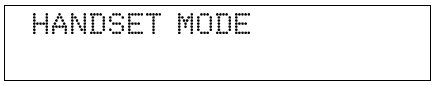
Using the Handset

Using the fax machine's built-in or optional handset, you can use the fax machine in the same way as a normal telephone. Pick up the handset and dial on the fax machine's ten-key pad (or use a Quick Dial Key or Speed Dial Code if you wish).

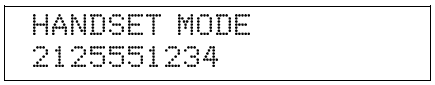
1. Pick up the handset.



2. Dial.

See page 61 for how to dial.

Note: Do not press **Start**.

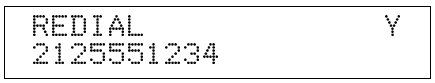


3. Continue as for a normal telephone conversation.

Using Redial

Use Redial if you wish to redial a number that you dialed recently.

1. Press the **OnHook Dial** and **Redial** key.



The number will be dialed immediately.

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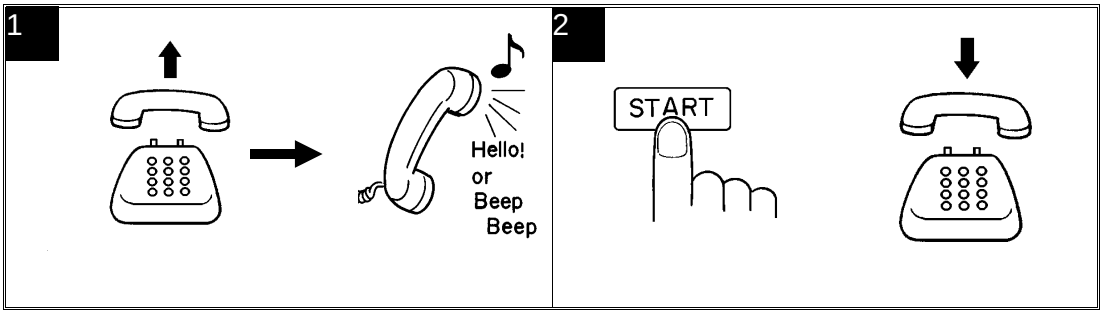
Answering the Telephone

If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

If the telephone rings continuously:



1. Pick up the handset and speak to the other party.
   If you hear a high-pitched tone, a fax is coming in.
   Press **Start** then hang up.

2. If the caller wants to send you a fax, press **Start** after speaking. Then hang up.

   If nothing happens after you press Start the power may be switched off or the telephone may not be properly connected.

Phoning and Faxing on the Same Call

To Talk Before Sending a Fax (On Hook Dial)

1. Press the **On Hook Dial** key
2. Dial.

   Note: Do not use the handset.
   Do not press **Start**.
3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.
   - ❒ If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press **Start**.
4. When you are ready to send your fax message, place your message in the feeder, then ask the other party to press **Start**.
5. When you hear a high-pitched tone, press **Start**.

6. Replace the handset.

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Do not replace the handset if you wish to speak to the other party again.
When your machine emits a tone, press Stop then speak.

Speaker and Buzzer Volume Adjustments

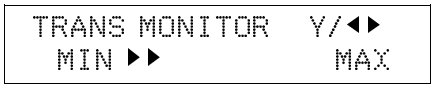
Your machine has a built in speaker. With this speaker, you can listen to the telephone line without picking up the handset. The speaker will be automatically switched off just before the start of facsimile data communication.

When you are sending a fax message, you will be able to hear the line after the machine has dialed. If the line is busy, you can press the Stop key and start another operation without having to wait for the machine to disconnect the line.

The sounds you can adjust the their volumes are;
Transmitting monitor (TRANS MONITOR): Sound you hear in transmission.
Receiving monitor (RECV MONITOR):Sound you hear in reception.
Dialing monitor (DIAL MONITOR): Sound you hear after pressing Start key.
Buzzer tone(BUZZER): Volume of the buzzer when you open a cover and so on.
Key tone (KEY): Sound you hear when you press a key on the operation panel.

If the speaker volume is not satisfactory, you can adjust it.

1. **Function 6 2 2 2 2 9 2** and **Yes**.



2. To increase: ►
   To decrease: ◄
   To accept: **Yes**

3. Repeat step 2 for each adjustment that appears on the screen.
4. Finish: **Function**.

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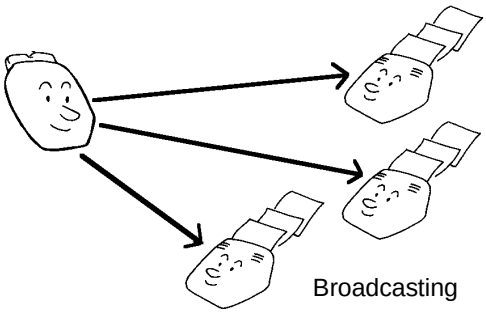
TRANSFER REQUEST

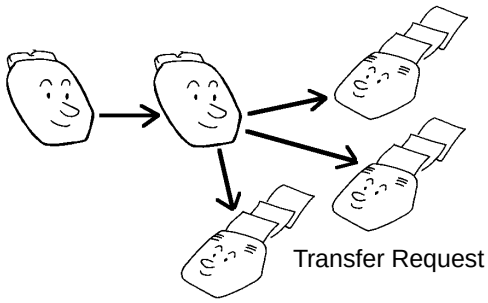
Overview

This section explains how you can use this machine to distribute fax messages over networks of fax machines.

As we have seen (Sending to More Than One Location, page 62), you can send the same fax message directly from your machine to more than one location. The diagram in that section shows your machine sending the same fax to three locations. This feature is commonly known as Broadcasting.

However, with Broadcasting, you or your organization has to pay for three fax calls. If these are all long distance calls, that can be quite expensive. If you a transfer request, you will be able to reduce costs by sending the fax message only once, to a Transfer Station, and that Transfer Station will distribute your fax message.





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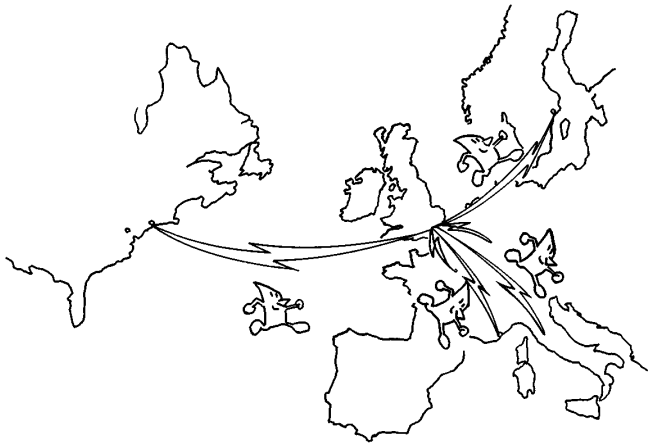
Transfer Request

Transfer Request helps you save costs when you send the same message to more than one place in a distant area.

- ❒ Your machine sends the message to the Transfer Station, which holds it in memory.
- ❒ The Transfer Station then sends it on to each of the End Receivers in sequence.
- ❒ After broadcasting, the Transfer Station sends your machine a Transfer Result Report to tell you if there were any problems with the communication.



Note:
- ❒ This feature can only be used if the Transfer Station was made by the same maker as your machine.
- ❒ The ID Code of your machine must be the same as the ID Code of the Transfer Station.
- ❒ Your fax machine's telephone number must have been programmed in advance.
- ❒ The Transfer Station must have memory space available, and must be able to act as a Transfer Station (some machines cannot do this, or can but the capability has been switched off).

Note: This machine cannot be a Transfer Station.

You cannot dial the End Receivers as full numbers on your ten-key pad, and you cannot use your own stored Speed Dials, Quick Dials, and Groups. You must use the numbers that are stored in the Transfer Station. Always keep a copy of the Transfer Station's Telephone Lists (Quick Dial, Speed Dial, and Group Lists) near the machine if you plan to use Transfer Request.

Cross-reference
Quick Dial and Speed Dial: see pages 42 and 44. Groups: see page 43.
ID Code: see page 93.

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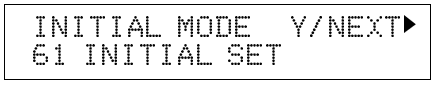
Before you can start to set up transfer request, there are some items that you have to program in your machine. These are as follows.
❒ Your Fax Machine's Own Telephone Number
❒ The ID Code

Storing your Machine's Own Telephone Number

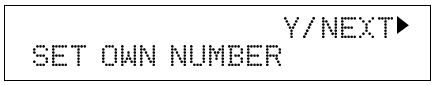
Store your fax terminal's telephone number using this feature. If you do not do this, you will not be able to use the Transfer Request feature.

> If your fax machine's telephone number changes, do not forget to change the stored telephone number data.

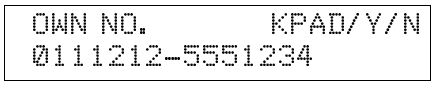
1. **Function 6 2 2 2 2 6 1**.



2. **Yes**. Make sure that the opposite display appears, then press **Yes**.



3. Input your fax terminal's telephone number.



   ❒ **The format of the number must be as follows:**
   International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.
   Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

NOTE: Use the **Pause** key to add a pause.

4. **Yes** and **Function**.

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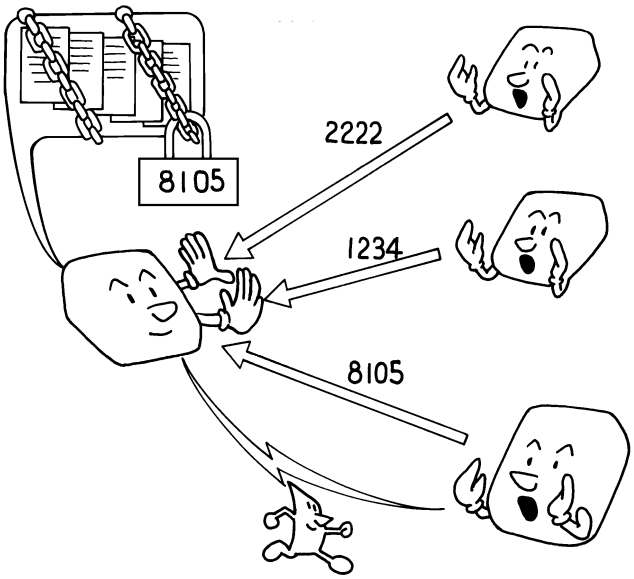
Storing the ID Code



Before programming the ID Code, confer with other users in your fax network to agree on an ID Code. This is because communications using ID Codes will fail if the codes are not the same.

The ID Code can be any four-digit code (using digits 0 to 9 and letters A to F), except 0000 and FFFF.

In addition to the networking features described in this section, ID Codes are used with the following communication features. The same code must be used by all members of your fax network and all people you wish to communicate with using these features.

❒ Polling: see page 152.
❒ Closed Network: see pages 116 and 148.

Features using ID Codes can only be used between terminals made by the same maker.

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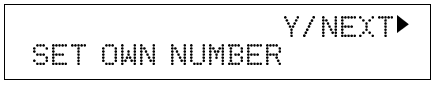
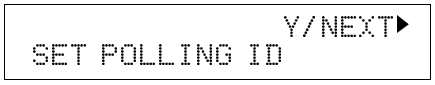
Programming the ID code

To store an ID Code, do the following.

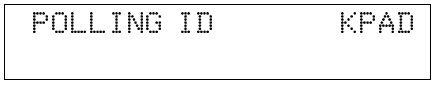
1. **Function 6 2 2 2 2 6 1** and **Yes**.



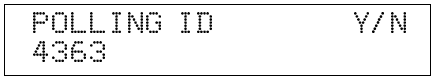
2. Press ▶ until the opposite display appears.



3. **Yes**.



4. Input the ID Code that you will be using.
   Example: **4 3 6 3**



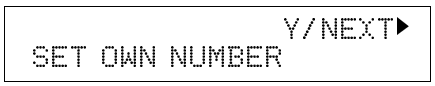
   ❒ Do not use 0000 or FFFF.

5. **Yes** and **Function**.

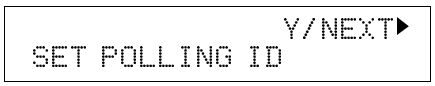
Editing the ID Code

If you want to change the ID code, do the following.

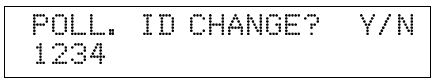
1. **Function 6 2 2 2 2 6 1** and **Yes**.



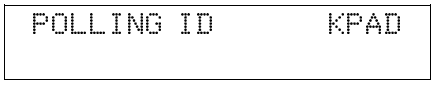
2. Press ▶ until the opposite display appears.



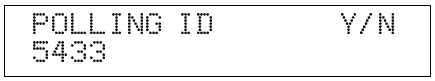
3. **Yes**.



4. **Yes** and **No**.



5. Input a new ID.
   Example: 5433

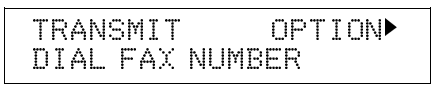


6. **Yes** and **Function**.

Making a Transfer Request

After you stored your Machine's Own Telephone Number and ID code you can do the transfer request as in the following procedure.

1. Make sure that the machine is in standby mode (see page 60).
2. Place your document in the feeder.



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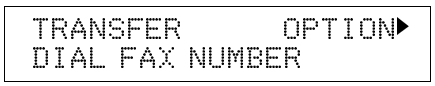
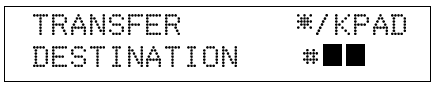
3. **Function 1 3** and **Yes**.

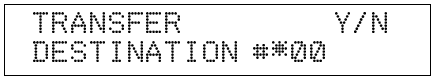


4. Input the telephone number of the transfer broadcasting station, then press **Yes**.
   - ❒ This machine must be of the same manufacturer as yours, and it must be able to act as a Transfer Station.



5. Input the destinations for this transfer broadcaster.
   You must use Quick Dials, Speed Dials, or Groups that are stored in the transfer broadcaster. There is a shorthand notation for this purpose. See the following examples:
   - ❒ Quick Dial Key 01: **0** **1** **Yes**
   - ❒ Speed Dial Code 10: ***** **1** **0** **Yes**
   - ❒ Group 01: ***** ***** **0** **1** **Yes**

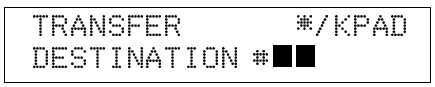
Example: Speed Dial Code 10



NOTE: You can select one Transfer Station, and up to 30 End Receivers for this Transfer Station.

6. **Yes**.

7. Either:



   - ❒ Enter more destinations for this transfer broadcaster - go to step 5.
   - ❒ Start the transfer request: **Start**.

NOTE: You may use some transmission options, such as Send Later.
See page 71.

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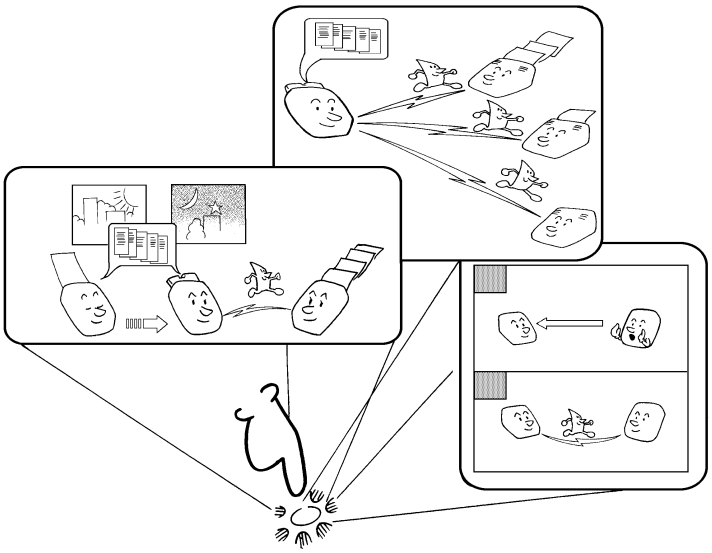
TRANSMISSION

Keystroke Programs

Overview

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive keypad operation by storing the features and destinations in a Keystroke Program.



Keystroke Programs are stored as Quick Dial Keys.

- ❒ If you store a Keystroke Program into a Quick Dial Key, that Quick Dial Key cannot be used for any other purpose.
- ❒ Be sure to store your Keystroke Program in a vacant Quick Dial Key.

Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Send Later). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key to set up the transmission.

Cross-reference	Send Later: see page 73.

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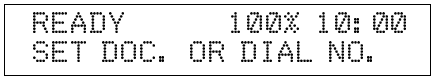
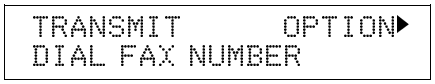
Storing a Keystroke Program

1. Make sure that the machine is in standby mode (see page 60).

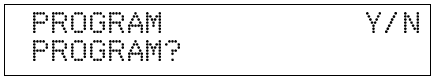


2. Place a sheet of paper in the feeder.
   - ❒ Skip step 2 if you are making a Polling Reception program.



3. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.
   - ❒ Contrast, resolution, and halftone cannot be stored in a keystroke program.

4. Press the Quick Dial key that you wish to store the program in.
   Example: **01** of the Quick Dial
   - ❒ Make sure that this key is vacant.



5. To complete the program: **Yes**

Note:The procedure that you just stored will now begin. If you do not wish to use the procedure now, press **Stop** immediately.

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Labeling a Program

If you store a label for your keystroke programs, the label will appear on the display when you use the program.

1. **Function 3 4** and **Yes**.
   If you press ▶ and Start, a Program List will be printed.

```
                    QUICK/◀▶
PRINT LIST◀/ SEARCH ▶
```

2. Press the Quick Dial key that holds the program that you wish to label.
   Example: **01** of the Quick Dial Key and **Yes**.

```
  01                Y/N
PROGRAM LABEL?
```

3. To program a label for this program; **Yes**.

```
  01              ABC/Y/N
```

4. Input your label, using the Quick Dial keys.
   How to enter the label; see page 7.

```
  01              ABC Y/N
DAILY REPORT
```

5. **Yes**.

```
                    QUICK/◀▶
PRINT LIST◀/SEARCH ▶
```

6. Either:
   - ❒ Label another program: Go to step 2.
   - ❒ Return to standby: **Function**

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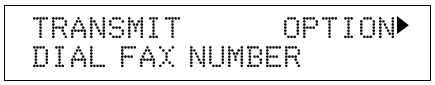
Using a Program

Before using a program, make sure that the machine is in standby mode (see page 60 for details).

Transmission Program

1. Place your document in the feeder.

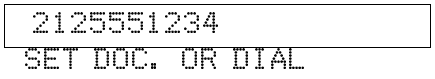


2. Press the programmed Quick Dial Key.

❒ The program begins at once, or at the later time specified by the program.

Free Polling Reception Program

1. Press the programmed Quick Dial Key.



The program begins at once, or at the later time specified by the program.

Cross-reference:
Polling Reception: see page 157.

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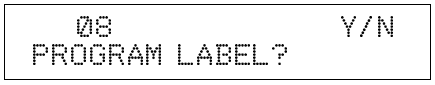
Erasing a Program

When you wish to delete a keystroke program, do the following.

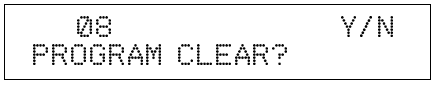
1. **Function 3 4** and **Yes** .

2. Press the Quick Dial key that holds the program that you wish to erase, or scroll the Quick Dial using ◀ and ▶.
   Example: **08** of the Quick Dial Key.

3. Press **Yes.**



4. **No**.



5. To delete the program:**Yes** .

6. Either:
   - ❒ Edit or erase another program: Go to step 2.
   - ❒ Return to standby: **Function**

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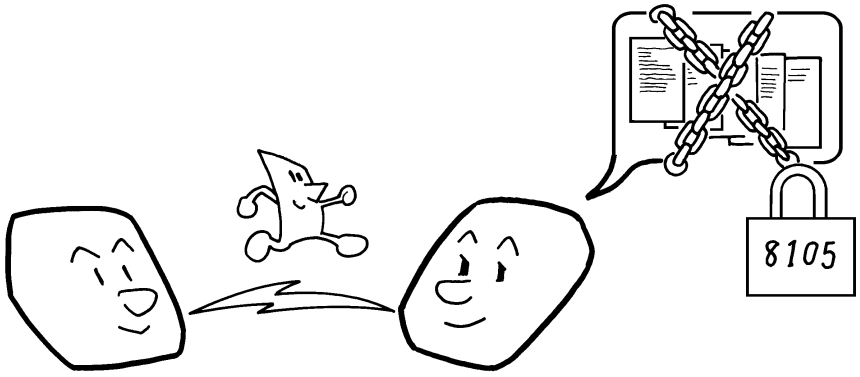
Confidential Transmission

Overview

Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until an ID known as the Confidential ID is entered.



Note:
- ❒ The machine at the other end must have memory space available and it must have the Confidential Reception feature.
- ❒ This is a proprietary feature, and as such it only functions with machines produced by the same manufacturer that have this feature.
- ❒ Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

There are two types of Confidential Transmission.

1. Normal Confidential Transmission

The other party can print the message by entering the ID that was previously stored using the Confidential ID feature.

2. Confidential ID Override

If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, don't forget to tell the intended receiver what code must be entered to print the message.

Note: The receiving machine's Confidential ID is not changed by this process.

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If the intended receiver has a Personal Code with a Confidential ID stored with it, you can override the receiving machine's ID with that Confidential ID. Then:

- ❒ The receiver can print the message by inputting the Confidential ID that is stored with that person's Personal Code.
- ❒ The intended receiver will also be informed personally by a Confidential File Report; this report will have the name of the receiver on it, if the name was stored with the Personal Code.

Cross-references

Confidential ID: see page 122.
Confidential File Report: see page 173.
Confidential Reception: see page 121.
Personal Codes: see page 107.
TCR: see page 172.

Procedure

To set up a confidential transmission, do the following.

1. Place your document in the feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

2. **Function 1 2 and Yes**.

```
CONFID'L TRANS   OPT▶
DIAL FAX NUMBER
```

3. Dial then press **Yes**.

```
CONFID'L TRANS Y/STA
2125551234
```

```
CONFID'L TRANS D/STA
DIAL NEXT FAX NUMBER
```

4. Either:
   - ❒ Dial another number: Go to step 3.
   - ❒ Press **Start**

.

Confidential ID Override Option

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

If OPT▶ is displayed:

1. Press ▶ until the opposite display appears.

```
SET OPTION          Y/▶
SET CONFIDENTIAL ID?
```

2. **Yes**.

```
SET OPTION      KPAD
ID:
```


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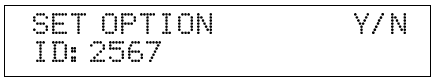
3. Enter the Confidential ID that you wish to use for this message.
   Example: **2 5 6 7** of the ten key pad and press **Yes** .

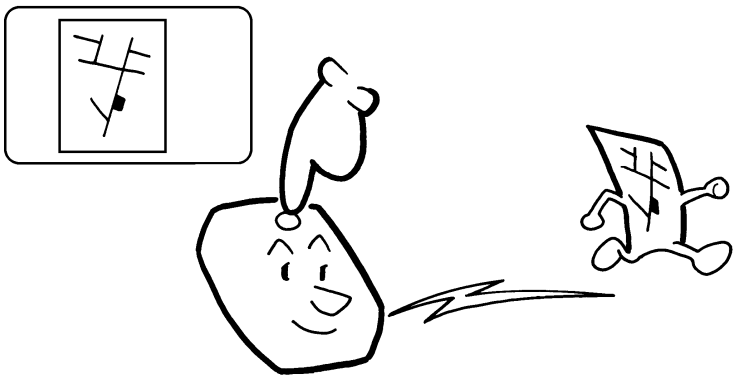


4. Dial and press **Start** .

For how to use other options, see page 71 and the pages following.

Auto Document

Overview



If you often find that you have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in the memory as an Auto Document, using a Quick Dial Key.

Then, when you need to send that page to somebody, press the Quick Dial Key that you stored it in, place any other pages that you wish to send into the feeder, dial, and press Start. At the other end, the Auto Document will be printed first.

The Auto Document is transmitted as is; you cannot write anything on it like you can with a cover sheet.

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Storing an Auto Document

1. Take the document that you want to be an Auto Document and place it into the feeder.
2. **Function 3 5** and **Yes**.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

```
                QUICK/◀▶
PRINT LIST◀/SEARCH
```

3. Press the Quick Dial Key that you wish to store the Auto Document in.
   Example: **08** of the Quick Dial Key.

```
  08 PROGRAM?   Y/◀▶
```

4. **Yes**.

```
  08                Y/N
PROG. AUTO DOCUMENT?
```

5. **Yes**.
   The document is scanned.
6. Either;
   If you label this document: **Yes**.
   If no: **No** and go to step 9.

```
  08          ABC
```

7. Input a label using the Quick Dial key.

```
  08          ABC Y/N
OFFICE LOCATION MAP
```

8. **Yes**.

```
                QUICK/◀▶
PRINT LIST◀/SEARCH
```

9. Either;
   - Program another auto document; place the document that you want to be an Auto Document and go to step 3.
   - Finish; **Function**.

Note:
You can program the Quick Dial number and the Auto Document in the same Quick Dial Key. When you dial this Quick Dial number, the Auto Doument is attached with your document. If the Quick Dial number is programmed, you will find the following display in step 3.

```
  08  PROGRAM?   Y/◀▶
    USED AS DIAL
```

Press **Yes**. And continue the procedure from step 4.

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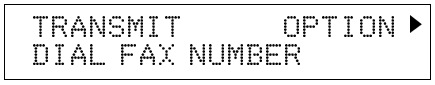
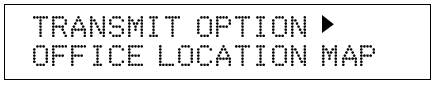
Using an Auto Document

1. Make sure that the machine is in standby mode (see page 60).

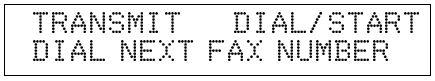
2. If you wish to attach a fax message to your Auto Document, place the fax face down into the feeder.



3. Press the Quick Dial Key that contains the Auto Document that you need. Example: **08** of the Quick Dial Key.



4. Dial the destination(s), and press **Yes**.



5. Either;
   - Dial another number: go to step 4.
   - No more destinations: press **Start**.

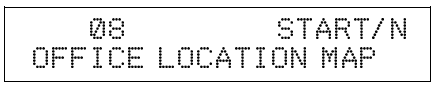
Note:
If you send the message to more than one location, and you enter the Quick Dial key which contain the Auto Document, it will be attached to all destinations.

Printing the Contents of an Auto Document

If you need to remind yourself of what one of your stored Auto Documents looks like, do the following procedure.

1. **Function 5 3** and **Yes**.

2. Press the Quick Dial Key that holds the Auto Document that you wish to see. Example: **08** of the Quick Dial Key and **Yes**.



3. **Start**.

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Erasing an Auto Document

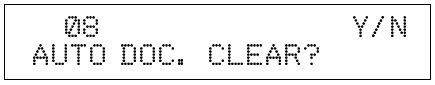
If you wish to delete an Auto Document, do the following.

1. **Function 3 5** and **Yes**.

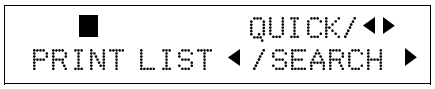
2. Press the Quick Dial Key that contains the Auto Document that you wish to erase.
   Example: **08** of the Quick Dial Key.

3. **Yes**.

4. **No**.



5. To erase the Auto Document: **Yes**.



6. Either:
   - ❒ Erase another Auto Document: Go to step 2.
   - ❒ Return to standby mode: **Function**.

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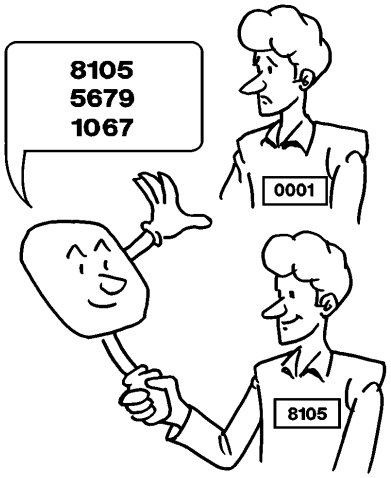
Restricting Access to the Machine

Overview



When your machine arrives from the factory and is installed for the first time, anybody can use it. However, using a system of Personal Codes, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

❒ Programming the Personal Codes: see below.
❒ Switching on Restricted Access: see page 110.

Programming the Personal Codes

The main advantage of Personal Codes is that they allow you to track machine usage and restrict access to the machine. If you do not wish to restrict access to the machine, you can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

The Personal Code is a four digit code. It can have any value from 0001 to 9999.

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Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

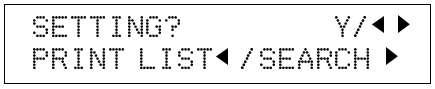
- A name: This will be printed on reports, such as the TCR, to identify the users of the machine.
- A Confidential ID: This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.
  You can only store Confidential IDs if you have an optional feature expander.

Note: You cannot register more than 30 Personal Codes with Names and Confidential IDs in this machine. This means that if you switch Restricted Access on, only 30 people can use the machine.

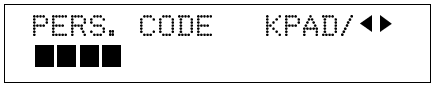
Cross-references
Using Personal Codes: see pages 71, 102, 110, and 124.
TCR: see page 172.
Confidential File Report: see page 173.
Confidential ID: see page 122.
Confidential Reception: see page 121.

Storing a Personal Code

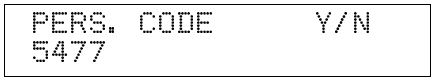
1. **Function 6 2 2 2 2 7 2** and **Yes**.



2. **Yes**.

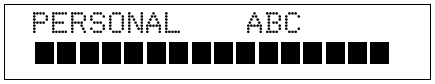


3. Input a Personal Code that you want to store in your machine for later use.
   Example: **5 4 7 7** from the ten key pad.
   - If you input the wrong code, press **No**.



4. Store the code: **Yes**.

5. Either;
   - **Yes** to store the label for this personal code.
   - If you do not program for this personal code; **No** and go to step 8.



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6. Input a name for this Personal Code using the Quick Dial keys or the ten key pad.
   Example: JOHNSON
   ? How to enter the label; see page 7.

   - If you so not wish to store an ID: **No**.
   Go to step 8

```
PERSONAL     ABC  Y/N
JOHNSON
```

7. Store the name: **Yes**.
   Either :
   - If you do not have an optional feature expander, go to step 8.
   - If you want to program the Confidential ID for this user: Press **Yes**. And input a Confidential ID for the personal code used by this user. Then press **Yes**.

```
PERSONAL CODE  KPAD/◄►
```

8. Either:
   - ❒ Enter another code: Go to step 3.
   - ❒ Finish: **Function**.

Editing or Erasing a Personal Code

1. **Function 6 2 2 2 2 7 2** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST◄/SEARCH ►
```

2. Scroll the personal code using ►.

```
PERSONAL CHANGE?  Y/N
5474
```

3. **Yes**.

```
PERSONAL CODE     Y/N
5474
```

4. Either:
   - ❒ Erase this Personal Code: **No** and **Yes**.
     Go back to step 2.
   - ❒ Edit the contents of this code: **Yes**. .
     Go to step 5.

```
PERSONAL          Y/N
PROGRAM LABEL?
```

5. Either;
   - If you edit the label; **Yes** and go to step 6.
   - If you don't edit the label; **No** and go to step 2 to edit another personal code.

```
LABEL CHANGE?     Y/N
MARY
```

6. Edit the name stored with this code.
   When the name is correct, press **Yes**.

```
PERSONAL CODE     Y/N
SET CONFIDENTIAL ID
```

7. Either:
   - ❒ If you do not have an optional feature expander, go to step 8.

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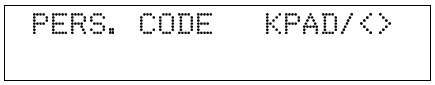
❒ Edit the Confidential ID stored with this code; press **Yes** then input the ID.
When the ID is correct, press **Yes**.



8. Either:
   ❒ Enter or edit another code: Go to step 2.
   ❒ Finish: **Function**.

Switching on Restricted Access

Restricted Access allows you to keep a closer track of machine usage, and deters passers-by from casually using your machine.

If this feature is switched on, users have to enter their Personal Code before they can use the machine. The Personal Code must have already been stored in the machine.

However, the user can enter codes directly at the keypad. Therefore, if you are serious about using this feature to stop casual users from operating the machine, you must allocate relatively obscure codes to all authorized users, and try to avoid obvious numbers such as 0001.

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To switch Restricted Access On or Off, do the following:

If you wish to switch Restricted Access on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST◄
```

2. **Yes**.

```
                KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

3. The settings for switch 00 are now shown on the bottom line of the display.
4. Press ▶ until the settings for switch05 are shown.
   The setting that you need to change is digit 4 and 5.

```
SWITCH 05 : 0000 0000
```

Digit 4(Underlined)
Digit 5(Double Underlined)

Digit	Purpose						
	Restricted Access	Digit 4	Digit 5	Setting	Digit 4	Digit 5	Setting
4		0	0	Off	1	X	Do not use this
5							
		1	0	On			

5. If you wish to change the setting, press **4** or **5** on the ten key pad.
6. Finish: **Yes** and **Function**.

ADVANCED FEATURES

Operating the Machine with Restricted Access Switched On

If you have switched Restricted Access on, the display is as shown below when the machine is in standby mode.

Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 107 for how to store Personal Codes.

```
READY    100% 10:00AM
PERSONAL CODE:
```

1. Either
   Enter your personal code.
   Example: **7 3 6 2** from the ten key pad.

2. Press **Yes**. After a second, the normal standby display will appear, and you can use the machine. If the normal standby display does not appear, you entered a personal code that is not stored in the machine.

If you decide that you do not wish to use the machine now, you should return the machine to Restricted Access standby mode. To do this, either:
❒ Insert a page into the document feeder and remove it immediately.
❒ Press **Function** twice.

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Tonal Signals

Some organizations offer you special services by telephone, which you can access by transmitting Touch Tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services.

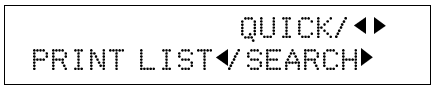
First, dial the other party. When you are through to the other end, press the tone dial key and enter the code number that is needed to access the required feature at the other terminal.

You do not need to press the tone dial key if your machine is set up for dialing in Tone Dial (DTMF) mode.

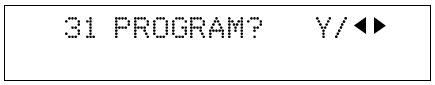
Before you can use this feature, you must program Quick Dial number **31** as the Tone key.

Program the Tone Key

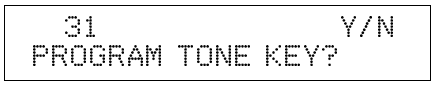
1. **Function 3 1** and **Yes**.



2. Press the **31** of the Quick Dial Key



3. **Yes**.



4. **Yes**. The **31** of the Quick Dial Key is programmed as the Tone Key.

Operating the Tone Key

1. Make sure that the machine is in standby mode, and that there is no document in the feeder.
2. Pick up the telephone handset, or press **On Hook Dial**.
3. Dial the remote facility. Do not press **Start**
4. After your line is connected to the remote facility, do the following:
   - ❒ If your telephone line type is DTMF (Tone Dial): Go to step 5.
   - ❒ If your telephone line type is Pulse Dial: Press **31** of the Quick Dial key. A dot appears on the display.

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5. Input the digits that you need to use the remote facility. These digits will depend on the remote facility.
   Note:Do not press **Start** .

6. After you have finished your business with the remote facility, hang up.

Cross-reference
Tone Dial (Telephone Line Type): see page 41.

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Chain Dialing

This feature allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial Keys or Speed Dial Codes, and some of which may be input at the keypad.

For example, you can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

This feature is convenient if:

- ❒ You often communicate with many terminals for which the area code, or international code is the same.
- ❒ You often make international calls.
  For example, if you often call Tokyo, Japan, program 011813 (Overseas to Tokyo from the USA) as Quick Dial Key 01. This will save work at the operation panel when dialing a Tokyo number.
- ❒ Your PBX requires an ID code before the destination number.
  For example, if your ID is 1234567, and the destination is stored in Quick Dial Key 01, enter 1234567 at the keypad, press Pause, then press Quick Dial Key 01.

Cross-reference
Quick Dial and Speed Dial: see page 42.

Example: 01133-1-5553333 (From the USA to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- ❒ Quick Dial 01 = 01133 (Overseas to France)
- ❒ Quick Dial 02 = 1 (Paris)
- ❒ Speed Dial 10 = 555

When the machine asks you to dial:

On Hook Dial or Handset Mode:
Press [01] [02] [Speed Dial] [1] [0] then [3] [3] [3] [3]

Other:
Press [01] [Pause] [02] [Pause] [Speed Dial] [1] [0] [Pause] then [3] [3] [3] [3]

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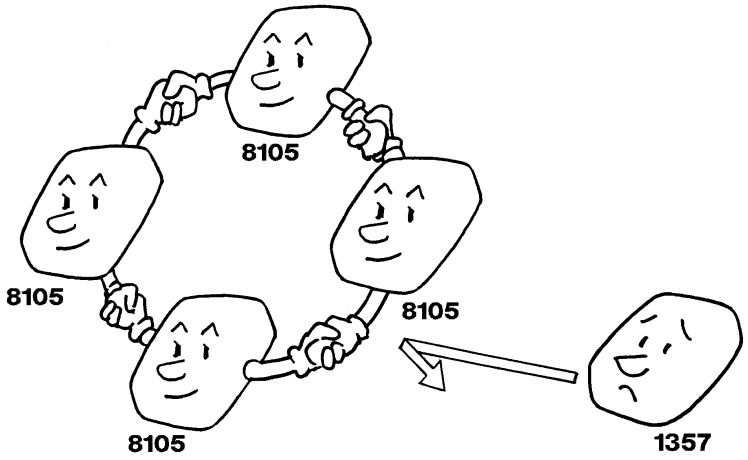
Closed Network (Transmission)

This feature helps to stop you from accidentally sending a fax message to a terminal that is outside your fax network.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.



If you are interested in this feature, change the user parameter switch 06 bit 2 to 1. (Function 63)

Note: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

Cross-references

ID Code: see page 93 .
Closed Network (Reception): see page 148.

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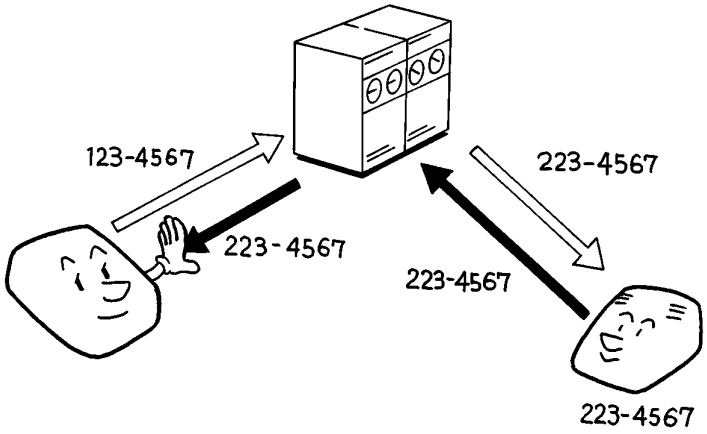
Protection Against Wrong Connections

This feature prevents the automatic switching equipment in the telephone network from accidentally connecting you to the wrong fax terminal.

However, it does not help you if you dialed the wrong number yourself. So, even if this feature is switched on, you should still check your operation panel display to check whether you have reached the correct terminal, and be ready to press Stop if the wrong terminal's RTI or CSI is displayed.



Your machine compares the number that you dialed with the CSI received from the other end. (Only the last 8 digits are checked, and spaces and pauses in the telephone number are ignored.) If the CSI is not the same as the telephone number, the transmission is stopped.

This feature has to be switched on by a service technician.

Note: If you cannot send a message to a certain location using this feature, contact the other end and make sure that they have stored their CSI correctly. (If the other party is using a machine made by another maker, they may not be familiar with the term CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.)

Cross-references
CSI: see pages 38 and 40.

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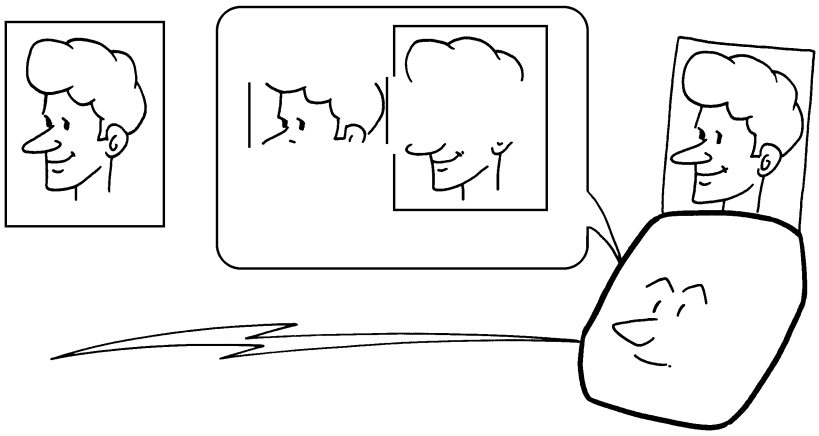
ECM (Error Correction Mode) and Page Retransmission



ECM is a signaling system that greatly reduces the chance of data being lost because of a bad telephone line. ECM is useful if you frequently communicate over poor telephone lines.

With ECM switched on, the communication cost will increase if the line is bad, but the data will be sent much more reliably.

If ECM is switched off, Page Retransmission will be used. The whole page will be resent (unless you used Immediate Transmission, in which case damaged data cannot be resent at all). ECM is more efficient, because it only resends the damaged parts of the data, and the maximum possible number of retransmission attempts is much higher, and it also works with Immediate Transmission.

If you prefer reliable communication over communication costs, keep ECM switched on. If you however prefer to be cost effective, ask the service technician to switch ECM off.

Pages can be sent up to 3 times before the machine gives up. If you wish to change the number of retries, contact a service technician.

ECM is switched on in your machine when it leaves the factory, to provide you with the ability to send accurate and complete documents as reliably as possible.

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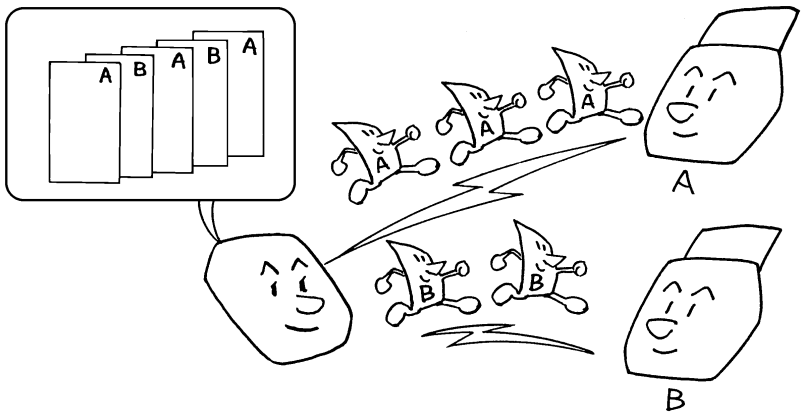
Batch Transmission (Feature Expander Required)

Overview

This feature will save communication costs if you often send more than one message to the same location.



Example:
If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Keystroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. In the example shown in the diagram above, you have set up two batches; one is for destination A and one is for destination B. In another example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

Note: You can have up to 35 fax messages in the same batch.
Messages using Confidential Transmission cannot be put into a batch.

Cross-reference
Send Later: see page 73.

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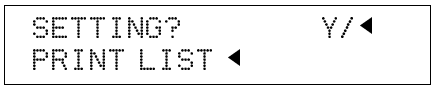
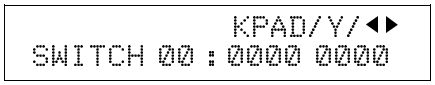
Changing the Batch Transmission On/Off

In a new machine, this setting is "Off". If you wish to change this setting, use the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

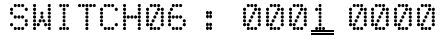


2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.

4. Press ▶ until the settings for switch 06 are shown.
   The setting that you need to change is digit 4.



Digit 4(Double Underlined)
0: Batch Transmision off
1: Batch Transmission on

5. If you wish to change.the setting, press 4 of the ten key pad.

6. Finish: **Yes** and **Function** .

Well Log Transmission

Using this feature, you can transmit a document that is longer than the maximum limit, without having to cut it up into separate sheets. However, you must contact a service technician to have this feature switched on. The name of this feature is taken from oil well borehole surveying. A well log is a vertical profile of a borehole, drawn to scale, showing important data. A well log can be several yards long.

Caution
If this feature is switched on permanently, users must stay by the machine while their documents are being scanned. This is because, if the document jams, the machine may take much longer than usual to recognize the jam; this could result in excessive wear and tear of the mechanical components of the scanner.
If a jam does occur, press the Stop key immediately.

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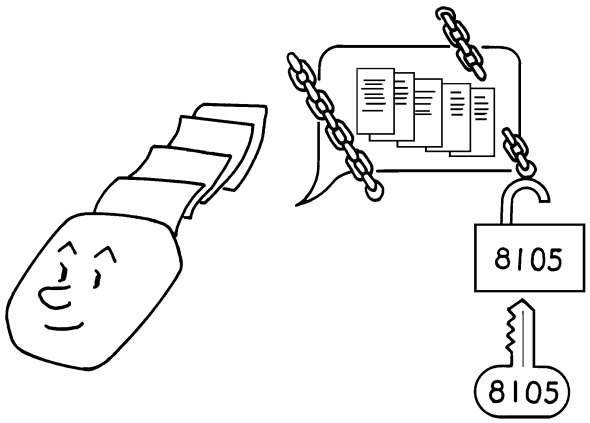
RECEPTION

Confidential Reception (Feature Expander Required)

Overview

If the other party sent you a message using Confidential Transmission, the message is stored in the memory, and not printed. The "Receive File" indicator on the operation panel blinks to inform you when a confidential message has come in. Also, if you have switched Confidential File Report on, the machine will print a report whenever a confidential message comes in.

There is no need to do anything immediately. When you want to print the message, input the Confidential ID.



Notes:
- ❒ For this feature to work properly, you must have stored a Confidential ID in advance.
- ❒ If the machine's Confidential ID does not have any effect, contact the sender and check whether they used Confidential ID Override to override your ID. Print the TCR to find out who the sender is, if necessary.
- ❒ If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

Cross-references

Confidential ID: see page 122.
Confidential File Report: see page 173.
Confidential Transmission: see page 101.
Confidential ID Override: see page 101.
User Parameter List: see page 180.
TCR: see page 172.

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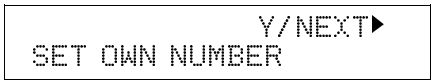
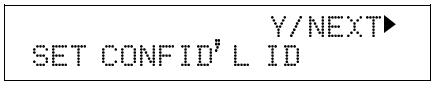
Storing a Confidential ID

This can be any four-digit code (using digits 0 to 9). It must be used to print any confidential messages that your machine has received.

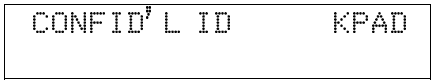
1. **Function 6 2 2 2 2 6 1** and **Yes**



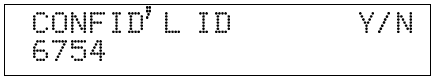
2. Press ▶ until the screen is as shown opposite.



3. **Yes**.



4. Input the Confidential ID that you will be using. Example: **6 7 5 4** from the ten key pad.

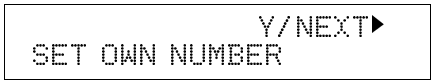


5. **Yes** and **Function**

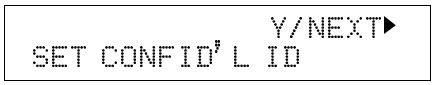
If you do not store a Confidential ID, you will not be able to receive confidential messages.

Editing the Confidential ID

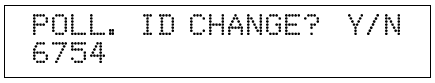
1. **Function 6 2 2 2 2 6 1** and **Yes**



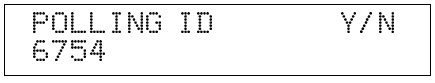
2. Press ▶ until the screen is as shown opposite.



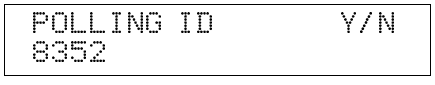
3. **Yes**



4. **Yes**



5. **No** and input a new confidential ID code Example:8352.

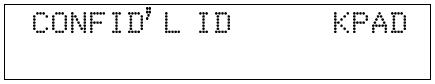


6. **Yes** and **Function**

Printing a Confidential Fax Message

If the Receive File indicator is blinking, do the following to print the message.

1. **Function 5 4** and **Yes**



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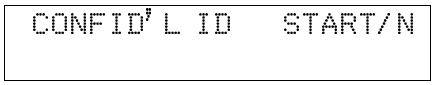
2. Input the ID. Example: **6 7 5 4** from the ten key pad.
   If you cannot output a confidential file with this ID, you have input the wrong ID or the sender may have over-ridden your ID.
   Contact your sender.



3. **Start**

NOTE: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.
To print the message which is memory locked, see page 127.

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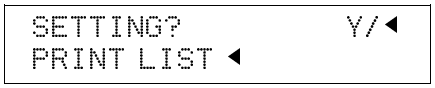
Confidential File Report

This report informs you when a confidential message has been received.

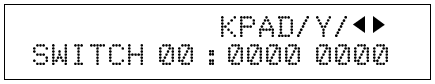
You can store a separate Confidential ID with each of the Personal Codes. If the sender of the message uses Confidential ID Override, the sender can specify one of these IDs. If so, the Confidential File Report will contain the name stored with that Personal Code, drawing the attention of the intended receiver of the confidential message.

You can switch this report on or off using Function 63. In a new machine, it is switched on at the factory.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

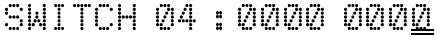


2. **Yes**.



3. The settings for swich 00 are now shown on the bottom line of the display.

4. Press ▶ until the settings for 04 are shown.
   The settings you need to change is digit 0.



Digit 0
0: Confidential file report is switched off.
1: Confidential file report is switched on

5. If you wish to change the setting press **0**.

4. Finish: **Yes** and **Function**

Cross-reference
Personal Codes: see page 107.

If you wish, you can prevent unidentified senders from sending you confidential messages.
See page 129.

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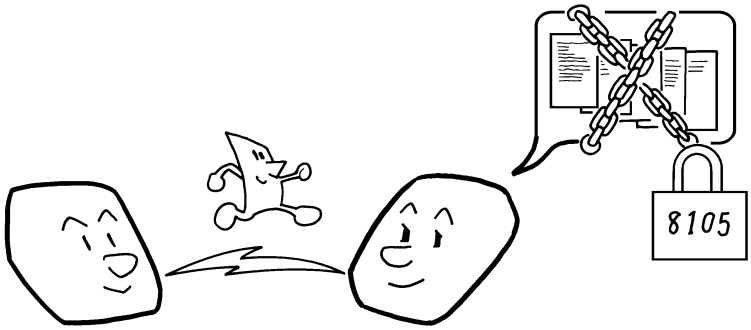
Memory Lock (Feature Expander Required)

Overview



To use Memory Lock, you must first:
❒ Store a Memory Lock ID.
❒ Switch Memory Lock on.
To make Memory Lock more versatile you may choose to receive messages from select locations into memory or execlude certain select locations from coming into memory. You may:
❒ Specify the senders whose messages you want to be lock in memory. Do this by programming the RTI or CSIof these senders
❒ Select the messages to store in memory:
a) All messages from specified senders.
b) All messages except those from specified senders.

If Memory Lock is switched on, the machine will not print any incoming fax messages. They will be kept in memory until you enter the Memory Lock ID that you previously stored in the machine. Messages received by Confidential Reception will not be printed when you input the Memory Lock ID.

Cross-reference	Confidential Reception: see page 121.

Storing a Memory Lock ID

This can be any four-digit code (using digits 0 to 9), except 0000.

1. **Function 6 2 2 2 2 6 1** and **Yes**

```
SYSTEM SET    Y/NEXT▶
SET OWN NUMBER
```

2. Press ▶ until the screen is as shown opposite.

```
                Y/NEXT▶
SET MEMORY LOCK ID
```

3. **Yes**.

```
LOCK ID          KPAD
■■■■
```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3. Input the Memory Lock ID that you will be using. Example: **6 7 5 4** from the ten key pad.
4. Store the ID: **Yes** and **Function**.

```
LOCK ID          Y/N
6754
```

Editing the Memory Lock ID

1. **Function 6 2 2 2 2 6 1** and **Yes**

```
SYSTEM SET    Y/NEXT▶
SET OWN NUMBER
```

2. Press ▶ until the screen is as shown opposite.

```
              Y/NEXT▶
SET MEMORY LOCK ID
```

3. **Yes**

```
LOCK ID CHANGE?  Y/N
5477
```

4. **Yes**

```
LOCK ID          Y/N
5477
```

5. **No** and input a new number.

```
LOCK ID          Y/N
5478
```

6. **Yes** and **Function**.

Switching Memory Lock On/Off

Before you can use Memory Lock, you have to switch it on using Function 62.

After you switch Memory Lock on, (MEMORY LOCK) will appear on the display when the machine is in standby mode.

Note: If you switch Memory Lock on, Forwarding will be automatically disabled.

1. **Function 6 2 2 2 2 6 2** and **Yes**.

```
              Y/NEXT▶
SELECT LINE
```

2. Scroll through the features with ▶ until the screen is as shown opposite.

```
              Y/NEXT▶
MEMORY LOCK ON/OFF
```

3. **Yes**.

```
MEMORY LOCK     Y/◀▶
 ON   ▶OFF
```

4. Change the on/off setting by pressing ◀ or ▶.

```
MEMORY LOCK     Y/◀▶
▶ON   OFF
```

5. Finsh : **Yes** and **Function**.

If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See page 129.

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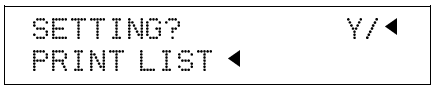
Specifying Which Senders Messages to Lock in Memory

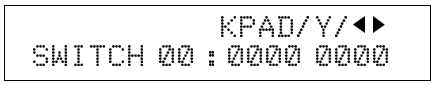
If you like to receive information from only select locations into memory lock, you can program the RTI code or CSI code of those locations. A terminal sending an incoming messages always identifies itself to your terminal. The identification consists of an RTI or a CSI. When you specify the senders for memory lock, you must program a list of these codes. Program the list by Function 81 called "Special Terminal" (See page 149.)

Selecting Which Mesages to Lock in Memory

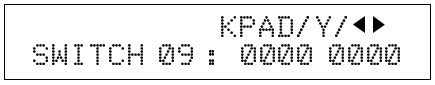
You have to select one of the following two things
❒ Lock all messages from those specified terminals.
or
❒ Lock all messages except those from specified terminals.

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   At this time, you can print a User Parameter List if you press ◀ and **Start**.
2. **Yes**.





3. The settings for switch 00 are now shown on the bottom line of the display.
4. Press ▶ until the settings for switch 09 are shown.



5. The setting that you need to change is that for digit 0 (double underlined) and 1 (underlined).
   Set one of the two as shown opposite.

When you want to lock incoming messages in memory from specified terminals;

SWITCH 09 : 0000 0001

If you lock all incoming messages except those from specified terminals;

SWITCH 09 : 0000 0011

6. Finish: **Yes** and **Function**.

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Printing from Memory Lock (Feature Expander Required)

If the Receive File indicator is blinking, a message has been stored using Memory Lock. Print it using the following procedure.

1. **Function 5 5** and **Yes**.

2. Input the Memory Lock ID.
   Example: **4 6 3 3** from the ten key pad.

3. **Start**.

NOTE: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.
To print the message using the Confidential Reception, see page 122.

List of Special Terminals (Function 81)	Memory Lock on/off (Function 62)	Lock messages from special terminals, or Print messages from special terminals (Function 63)	Result
Empty	On	Either	All messages are locked in memory.
Empty/Not empty	Off	Either	No messages are locked in memory.
Not empty	On	Listed	Only messages from special terminals are locked in memory.
Not empty	On	non-listed	All messages are locked in memory **except** those from special terminals.

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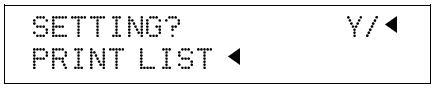
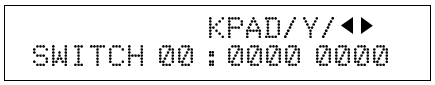
Rejection of Messages from Unidentified Senders

If you wish, you can make the machine reject incoming messages that require storage to your machine's memory, if they are not accompanied with an identifier such as the RTI or CSI. Features that would be affected are Substitute Reception, Memory Lock, and Confidential Reception, Forwarding, and Action as a Transfer Station.

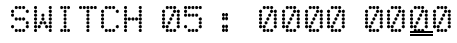
The procedure is as follows (see page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   At this time, you can print a User Parameter List if you press ◀ and **Start**.
2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.





3. Press ▶ until the settings for switch 05 are shown.
   The setting that you need to change is that for digit 1.
4. If you wish to change the setting, press **1** on the ten key pad.



Digit 1 (Double Underlined)
0: Messages are not rejected.
1: Messages are rejected.

5. Finish: **Yes** and **Function**.

Cross-references

Substitute Reception: see page 83.
Memory Lock: see page 125.
Confidential Reception: see page 121.
Forwarding: see page 133.

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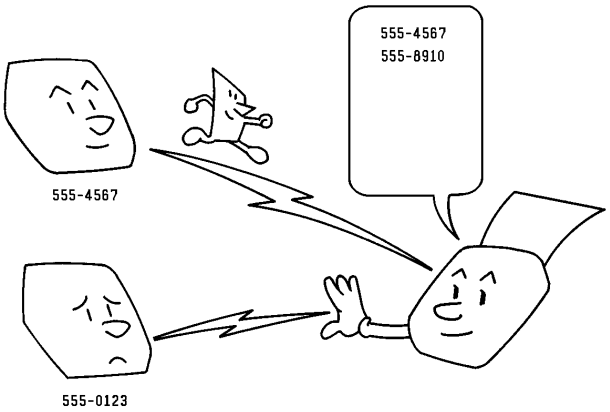
Authorized Reception

Overview

This feature helps you to reject junk fax mail. It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.



To authorize reception from a particular sender:

❒ Switch Authorized Reception on.

❒ Specify the senders whose messages you want accept. Do this by programming the RTI or CSI of these senders. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a TCR and read off the RTI/CSI.)
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.

❒ Select the messages to accept
a) All messages from specified senders
b) All messages except those from specified senders.

If the RTI/CSI is not the same as any of those that you have programmed into this feature, the message will not be accepted.

The number of RTI/CSI's that you can store for use with this feature is limited to 30. However, you can use Wild Cards to extend the number of RTI/CSI's that you can specify.

Note: If you set the Authorized Reception on and you do not program any RTI or CSI of the sender, your machine do not accept any reception.
If one of the authorized terminals changes their RTI/CSI, you have to change the stored RTI/CSI also. Otherwise, your machine cannot identify the senders as specified senders.So, you will not be able to accept messages from that sender any more under the current machine setting.

Cross-references
RTI and CSI: see page 38. Wild Cards: see page 141. TCR: see page 172.

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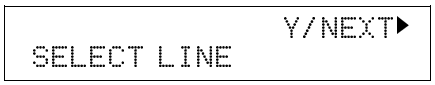
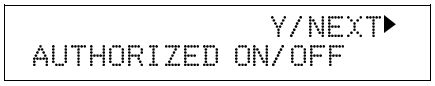
Switching Authorized Reception On/Off

Before you use Authorized Reception, you have to switch it on using Function 62. If it is switched off, the machine will accept any incoming fax message.

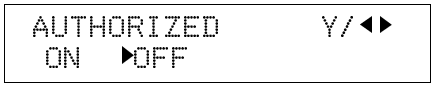
1. **Function 6 2 2 2 2 6 2** and **Yes**.



2. Scroll through the list of features with ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.

5. Finish: **Yes** and **Function**.

Programming the List of the Senders for Authorized Reception

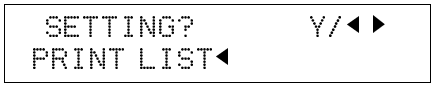
A terminal sending an incoming messages always identifies itself to your terminal. The identification consists of an RTI code or a CSI code. When you specify the senders for memory lock, you must program a list of these codes. Program the list by Function 81 called "Special Terminal" (See page 149.)

Selecting Which Messages to Accept

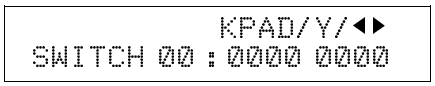
You can select one of the following two things.

- ❒ Accept incoming messages from the specified senders whose RTI/CSI are programmed.
- ❒ Accept incoming messages except those from the specified senders whose RTI/CSI are programmed.

1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



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3. Press ▶ until the settings for switch 08 are shown.
   The settings that you need to change are digit 2 (double underline) and 3 (single underline).

```
                KPAD/Y/◀▶
SWITCH 08 : 0000 0000
```

4. Set one of the two as shown opposite
   Press **2** of the ten key pad to change the setting of digit 2. Press **3** to change the setting of digit 3.

If you want to accept all incoming messages from the special terminals.

SWITCH 08 : 0000 0100

If you want to accept all incoming messages except those from the special terminals.

SWITCH 08 : 0000 1100

5. Finish: **Yes** and **Function**

List of Special Terminals (Function 81)	Authorized Reception on/off (Function 62)	Accept messages from special terminals listed or not listed (Function 63)	Result
Empty	On	Either	No messages are accepted.
Empty/Not empty	Off	Either	All messages are accepted.
Not empty	On	Listed	Only messages from special terminals are accepted.
Not empty	On	non-listed	All messages are accepted **except** from special terminals.

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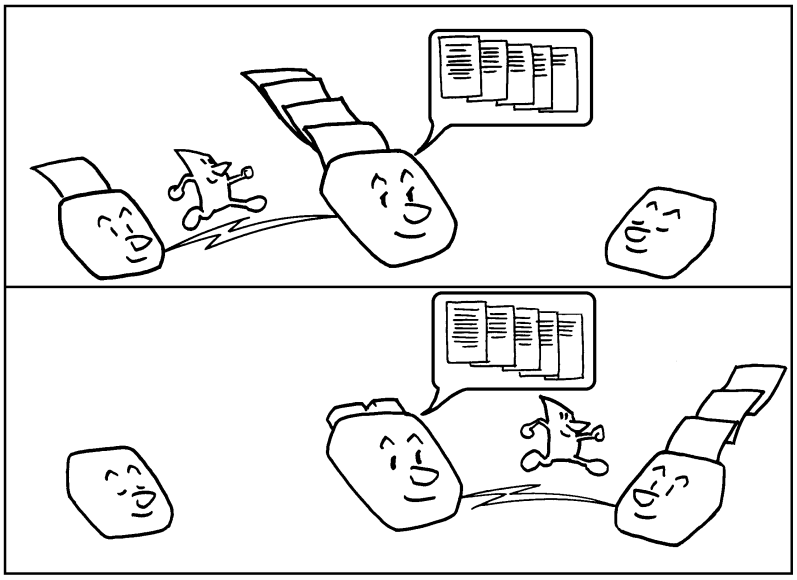
Forwarding (Feature Expander Required)

Overview

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called "forwarding terminals".

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.



To set up Forwarding, program your machine as follows:

❒ Switch the Forwarding on.
❒ Program the phone numbers of the forwarding terminals that you will use.

And if you wish to specify the senders whose messages are forwarded,

❒ Specify the senders whose messages you want to forward. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a TCR and read off the RTI/CSI.)
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
❒ Select the messages to forward:
a) All messages from specified senders.
b) All messages except those from specified senders.

If the RTI/CSI of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

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Notes:

Your machine prints all the messages that it forwards. If you do not want it to do this, change the setting of the user parameter (Function 63) switch 11 bit 6 to '0'.

You can select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the output. This mark brings to the other party's attention that this message has been forwarded. See page 11 for more about the Forwarding Mark.

If one of the senders changes their RTI/CSI, you must change the stored RTI/CSI, or you will not be able to forward messages from that sender.

Cross-references

RTI and CSI: see page 38.
TCR: see page 172.
Wild Cards: see page 141.

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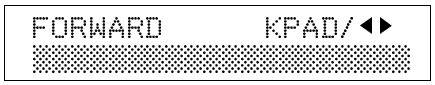
Programming the Forwarding Feature

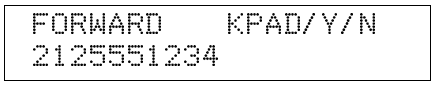
This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

1. **Function 6 2 2 2 2 8 2** and **Yes**.
   To print a list, press ▶

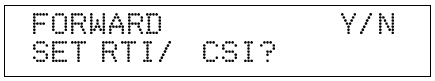
2. **Yes**.



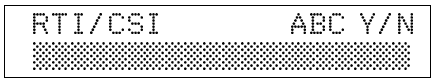
3. Store a forwarding station number.
   Example: 2125551234
   If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine. And press **Yes**.



4. Either:
   -If you wish **all** incoming messages to be forwarded to this station: **No**.
   Do not store any RTIs/CSIs for it.

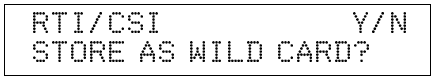


   If you only wish messages from certain senders to be forwarded to this station: Input their RTIs or CSIs (messages from senders other than these will not be forwarded to this station): **Yes** and go to step 5.

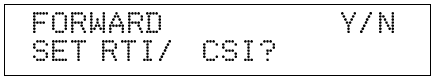


5. Type in an RTI or CSI.
   How to enter characters, see page 7.

6. **Yes**.

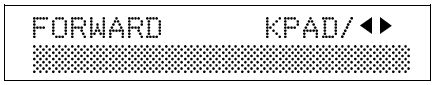


7. Either:
   -Store this RTI as a wild card: **Yes**
   -Otherwise: **No**



8. Either;
   - If you want to store another RTI/CSI, press **Yes** and go to step 5.
   - Otherwise: **No** and go to step 9.

9. Either:
   - Store another forwarding station; go to step 3.
   - Finish; **Function**.



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Editing the Forwarding Feature

1. **Function 6 2 2 2 2 8 2** and **Yes**.

```
SETTING?          Y/◄ ►
 PRINT LIST ◄
```

2. Press ► until the forwarding station number you wish to edit appears. Then press **Yes**.

```
FORWARD       KPAD/Y/N
2125551234
```

3. Either:
   - Erase this forwarding station's number and all RTIs/CSIs stored with it: Press **No**, then **Yes** to erase. Then press **Function**.

```
FORWARD            Y/N
SET RTI/  CSI?
```

   - If you change the forwarding station's telephone number; Edit this forwarding station's telephone number and press **Yes**. Then go to step 4.

```
FORWARD       KPAD/Y/N
2125552234
```

   - If this forwarding station's telephone number is correct: **Yes**. Go to step 4.

```
FORWARD            Y/N
SET RTI/CSI?
```

4. Either;
   - If you change the RTI/CSI; **Yes** and go to step 5.
   - If you don't change the RTI/CSI; **No** and go to step 2 to edit another forwarding number. (If you finish editing, press Function)

```
RTI/CSI         ABC ◄►
```

5. Either:
   -To add RTIs/CSIs to this number: Input an RTI/CSI and press **Yes**. Then go to step 7.

```
RTI/CSI      ABC  Y/N
XYZ COMPANY
```

   - To edit RTI's/CSI's allocated to this number: press ► until the RTI/CSI you wish to edit appears. Then press **Yes**. Go to step 6.

```
RTI/CSI CHANGE? Y/◄►
XYZ COMPANY
```


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6. Either:
   -Edit the RTI/CSI and press **Yes**. Then go to step 7.
   - To delete the RTI/CSI: **No** and **Yes**. Then go to step 5.

```
RTI/CSI              Y/N
STORE AS WILD CARD?
```

Caution: If you delete all the RTIs and CSIs for a forwarding station, you must also delete the forwarding station (see step 3). **If you do not do this, all incoming messages will be forwarded to that station.**

7. To store it as a wild card: **Yes**.
   Otherwise: **No**.

```
FORWARD              Y/N
SET RTI/CSI?
```

8. Either;
   - Edit or input another RTI/CSI for this forwarding station: Press **Yes** and Go to step 3.
   - To work on another forwarding station: press **No**. Go to step 2.
   - Finish: **Function**.

Note: If you switch the forwarding on and program no RTI/CSI, all incoming messages are forwarded.

Selecting which messages to forward

You have to select one of the following two things.
❒ Forward all incoming messages from specified senders.
or
❒ Forward all incoming messages except those from specified senders.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?             Y/◄
PRINT LIST◄
```

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

```
                  KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

3. Press ► until the settings for switch 08 are shown.
   The settings that you need to change are digit 6 (double underline) and 7 (single underline).

```
SWITCH : 08 0000 0000
```


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4. Set one of the two as shown opposite

   Press **6** of the ten key pad to change the setting of digit 6.
   Press **7** to change the setting of digit 7.

If you want to forward all incoming messages from special terminals.

SWITCH 8 0100 0000

If you want to forward all incoming messages except those from special terminals.

SWITCH 8 1100 0000

5. Finish: **Yes** and **Function**

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Switching Forwarding On/Off

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

After you switch Forwading on, (FORWARD) is displayed on the operation panel when the machine is in standby mode.

Note: Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.

1. **Function 6 2 2 2 2 6 2** and **Yes**.

```
                    Y/NEXT▶
SELECT LINE
```

2. Scroll through the list of features with ▶ until the screen is as shown as opposite.

```
                    Y/NEXT▶
FORWARDING ON/OFF
```

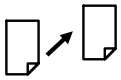
3. **Yes**.

```
FORWARDING          Y/◀▶
 ON     ▶OFF
```

4. Change the on/off setting by pressing ◀ or ▶.

5. Finish: **Yes** and **Function**

Enabling and Disabling the Forwarding Mark



The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?            Y/◀
PRINT LIST◀
```

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

```
                  KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 02 are shown.
   The setting that you need to change is digit 0.

```
SWITCH02 : 0000 0000
```

Digit 0 (Double Underlined)
0: Forwarding Mark is Off
1: Forwarding Mark is On

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4. If you wish to change the setting, press **0** of the ten key pad.

5. Finish: **Yes** and **Function**.

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Wild Cards

This feature greatly enhances the effectiveness of the following features:
- ❒ Authorized Reception
- ❒ Forwarding
- ❒ Memory Lock
- ❒ Multi-Sort Document

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTIs for these features, you can program wild cards to greatly expand the number of terminals that you can receive from.

Example:
If you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

CAUTION
This feature cannot recognize spaces.
Example:
If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

Cross-references
Authorized Reception: see page 130. Forwarding: see page 133.
RTI and CSI: see page 38.

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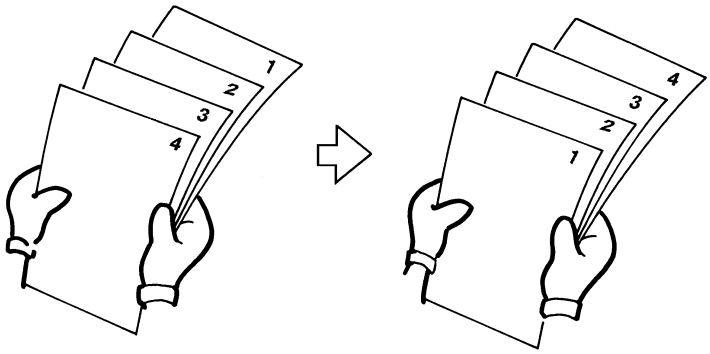
Reverse Order Printing (Feature Expander Required)



Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and more convenient for reading them.

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST ◄
```

2. **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

```
          KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 10 are shown.

```
          KPAD/Y/◄►
SWITCH 10 : 0000 0000
```

4. The setting that you need to change is digit 0 (Double Underlined).

```
SWITCH 10 : 0000 0001
```

Digit 0 (Double Underlined)
0: This feature is Off.
1: This feature is On.

5.. If you wish to change the setting, press **0** of the ten key pad.

6. Finish: **Yes** and **Function**

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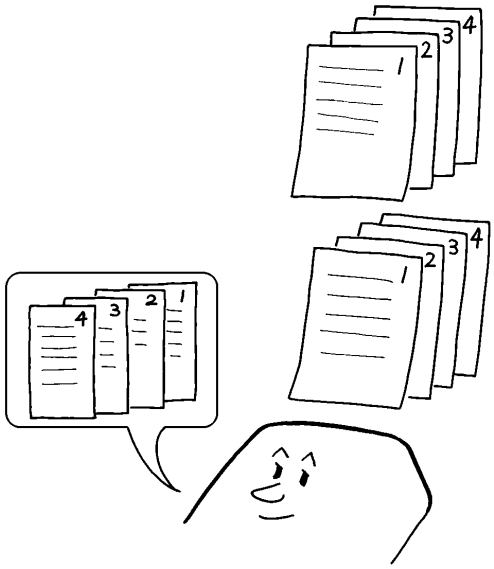
Multi-sort Document Reception (Feature Expander Required)

Using this feature, more than one copy of each incoming fax message can be printed. You may also choose to have more than one copy from only select senders. This feature eliminates the extra steps needed to have someone make photocopies.



For example, if you switch this feature on overnight, you will not have to make distribution copies of the messages that came in during the night. However, the paper in the cassette will be used up much faster.

To use multi-sort document reception, you must first:
❒ Switch multi copy on. (Function 62)
❒ Set the number of copies. (Function 83)
❒ Switch reverse order printing on. (See page 142)
If you wish to specify the senders whose messages are multi sorted.
❒ Specify the senders whose messages you want to make multi copy. Do this by programming the RTI or CSIof these senders. (Function 81)
❒ Select the messages to multi copied: (Function 63)
a) All messages from specified senders.
b) All messages except those from specified senders.

Cross-reference
Reverse Order Printing: see page 142. Copying an Original: see page 168.

Switching Multiple Sort Document On or Off

Before you can make multiple copies, you have to switch it on using Function 62

1. **Function 6 2 2 2 2 6 2** and **Yes**.

```
                    Y/NEXT▶
SELECT LINE
```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2. Scroll through the list of features with ▶ until the screen is as shown opposite.

```
                    Y/NEXT▶
# OF COPIES ON/OFF
```

3. **Yes**.

```
# OF COPIES      Y/◀▶
 ON   ▶OFF
```

4. Change the on/off setting by pressing ◀ or ▶.

```
# OF COPIES      Y/◀▶
▶ON    OFF
```

5. Finish: **Yes** and **Function**

Setting the Number of Copies

1. **Function 6 2 2 2 2 8 3** and **Yes**.

```
NO. OF COPIES  KPAD/Y
1 SETS
```

2. Input the number of copies that you need, then press **Yes** .
   Copies of incoming faxes will be collated.

```
NO. OF COPIES  KPAD/Y
3 SETS
```

NOTE: Maximum number of copies: 9
To use Multi-sort Document Reception, you must switch Reverse Order Printing on. see page 145 for how to do this.

3. **Function**.

Programming the List of Senders to Make Multiple Copies

To program the list of senders you make multiple copies, see "Entering a List of Senders to Treat Differently (Function 81 Special Terminals)" On page 149.

Selecting Specified Senders for Making Multiple Copies of

You have to select one of the following two things
❒ Make multiple copies of messages from specified senders
or
❒ Make multiple copies of all messages except those from specified senders.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◀
PRINT LIST◀
```

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

```
              KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```


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3. Press ▶ until the settings for switch 08 are shown.
   The settings that you need to change are digit 0 (double underline) and 1 (single underline).
   Press **0** of the ten key pad to change the setting of digit 0.
   Press **1** to change the setting of digit 1.

```
                KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

SWITCH08 0000 0000

5. Set one of the two as shown opposite

When you want to make multiple copies of all incoming messages from special terminals.

SWITCH 08 0000 0001

When you want to make multiple copies of all incoming messages except those from special terminals

SWITCH 08 0000 0011

6. Finish: **Yes** and **Function**

List of Special Terminals (Function 81)	Multi Copy on/off (Function 62)	Print multi copies of the messages from the special terminals listed or not listed(Function 63)	Result
Empty	On	Either	All messages are multi copied.
Empty/Not empty	Off	Either	No messages are multi copied.
Not empty	On	Listed	Only messages from special terminals are multi copied.
Not empty	On	non-listed	All messages are multi copied **except** those from special terminals.

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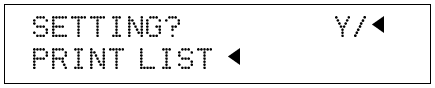
Center Mark

If you switch this feature on, a mark is printed halfway down each received page on the left hand side. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

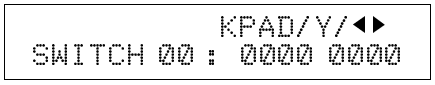
The center mark is not printed when you use the machine for making copies.

To switch this feature on, do the following. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

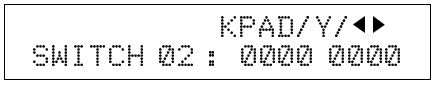
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 02 are shown.
   The setting that you need to change is digit 1 (Double Underlined).



SWITCH02 : 0000 0010

Digit 1(Double Underlined)
0: The center mark will not be printed
1: The center mark will be printed

4. If you wish to change the setting, press **1** on the ten key pad.
5. Finish: **Yes** and **Function**

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Length Reduction

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page, if the image length is within the following limits.

Paper size in the cassette	Maximum reducible incoming page length
Letter (11")	14.4"
Legal (14") (for option cassette)	16.2"

If the received image is longer than the above limits, there is no reduction and the image is split up and printed on two sheets of paper. Normally, the last 0.4 inch of the received image will be repeated at the beginning of the next page.

However, if you wish, the second page can continue from where the first page ended.

Contact your service representative if you require any adjustments to this feature.

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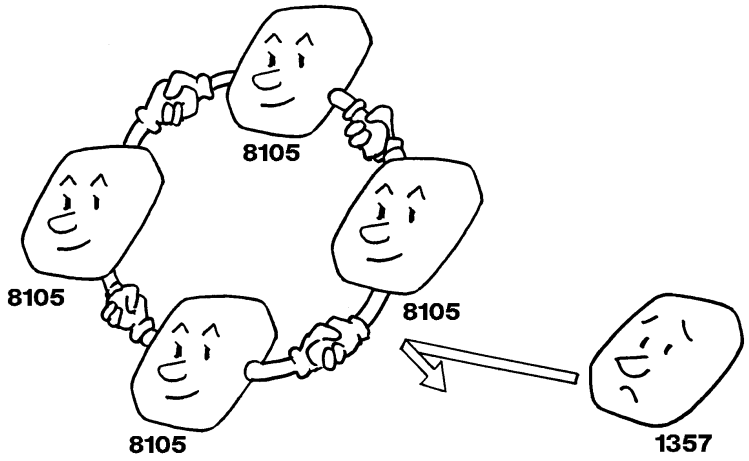
Closed Network (Reception)



This feature may help you to prevent reception of excessive junk fax mail.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

Note: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

If you are interested in this feature, contact your service representative.

Cross-references
ID Codes: see page 93.

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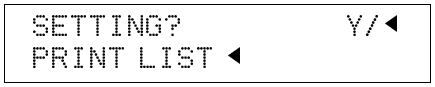
Entering a List of Senders to Treat Differently (Function 81: Special Terminals)

You can enter a list of up to 50 identifications (RTI,CSI and wild cards) for senders you wish to treat differently. For instance, for each identification in the list, you have the following options.

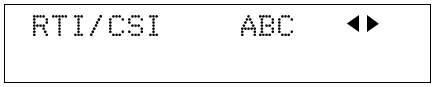
- ❒ Authorized Reception: You can accept their calls and reject all others (or vice-versa) with the Authorized Reception setting. (See page 130.)
- ❒ You can choose to make multiple copies of their messages. (See page 143.)
- ❒ Memory Lock: You can choose to lock their messages in memory. (See page 125.)

Programming the list of senders

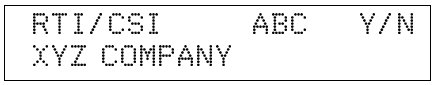
1. **Function 6 2 2 2 2 8 1** and **Yes**.
   At this time, you can print an Special Terminal List by pressing ◀ and **Start**.



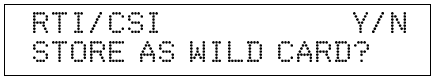
2. **Yes**.



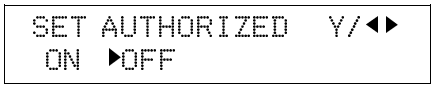
3. Enter RTI or CSI using the Quick Dial key and the ten key pad.
   Example: XYZ COMPANY
   How to enter the characters, see page 7.



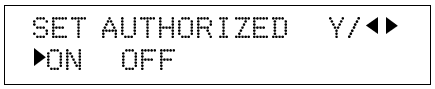
4. **Yes**.



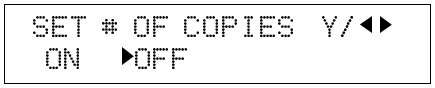
5. Either:
   - Store this RTI as a wild card: **Yes**.
   - Otherwise: **No**



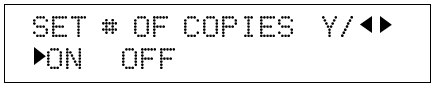
6. Select whether you set this RTI/CSI as the special terminal for authorized reception using ◀ or ▶. (if yes: ON, if no: OFF)



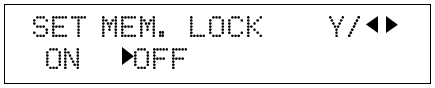
7. **Yes**.



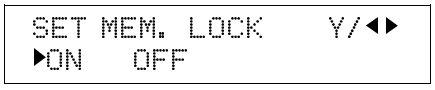
8. Select whether you set this RTI/CSI as the special terminal for multi copy using ◀ or ▶. (if yes: ON, if no: OFF)



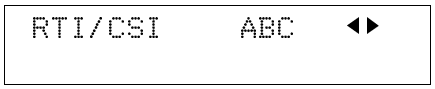
9. **Yes**.



10. Select whether you set this RTI/CSI as the special terminal for authorized reception using ◀ or ▶. (if yes: ON, if no: OFF)



11. **Yes**.



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12. Either;
To program another special terminal; go to step 3.
To finish; **Function**.

Editing the RTI/CSI for the Special Terminals

1. **Function 6 2 2 2 2 8 1** and **Yes**.

```
SETTING?          Y/◄►
PRINT LIST ◄ /SEARCH ►
```

2. Press ► scroll through the list. When RTI/CSI you want to change appears, press **Yes**.

```
RTI/CSI     ABC    ◄►
XYZ COMPANY
```

3. Edit the RTI or CSI and press **Yes**.
How to edit: see page7

```
RTI/CSI             Y/N
STORE AS WILD CARD?
```

4. Either:
- Store this RTI as a wild card: **Yes**.
- Otherwise: **No**

```
SET AUTHORIZED   Y/◄►
 ON  ►OFF
```

5. Select whether you set this RTI/CSI as the special terminal for authorized reception using ◄ or ►. (if yes: ON, if no: OFF)

```
SET AUTHORIZED   Y/◄►
►ON   OFF
```

6. **Yes**.

```
SET # OF COPIES  Y/◄►
 ON  ►OFF
```

7. Select whether you set this RTI/CSI as a special terminal multi copy using ◄ or ►. (if yes: ON, if no: OFF)

```
SET # OF COPIES  Y/◄►
►ON   OFF
```

8. **Yes**.

```
SET MEM. LOCK    Y/◄►
 ON   ►OFF
```

9. Select whether you make this RTI/CSI as the special terminal for the authorized reception using ◄ or ►. (if yes: ON, if no: OFF)

```
SET MEM. LOCK    Y/◄►
►ON    OFF
```

10. **Yes**.

```
RTI/CSI     ABC    ◄►
```

11. Either;
To edit another special terminal; go to step 2.
To finish; **Function**.

Erasing the Special Terminal

1. **Function 6 2 2 2 2 8 1** and **Yes**.

```
SETTING?          Y/◄►
PRINT LIST ◄ /SEARCH ►
```


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2. Press ▶ scroll the RTI/CSI. And the RTI/CSI you want to change appears, press **Yes**.

3. Press **No** and **Yes**.

4. **Function**.

Some features which are concerned with the special terminals (Authorized Reception, Multi-Copy and Memory Lock) or Forwarding cannot be available for the same RTI/CSI. The following matrix indicates which feature is available for the same RTI/CSI.

	1	2	3	4
1. Authorized Reception		✔	✔	✔
2. Multi-Copy	✔		▲	✔
3. Memory Lock	✔	◀		◀
4. Forwarding	✔	✔	▲	

✔: Both features are available

▲ ◀: Only the feature of arrow's direction is available

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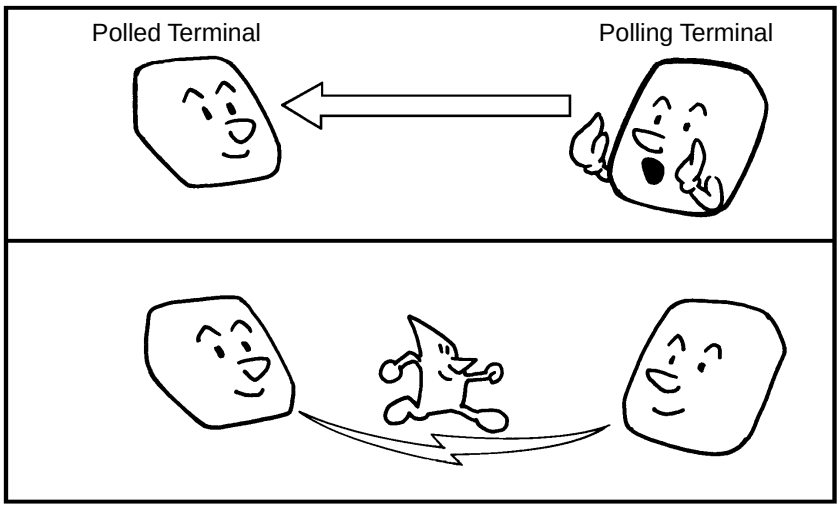
OTHER

Polling

Overview

Polling means "picking up" a document that has been left for you at a remote fax terminal. You can also leave a document in your machine's memory for other machines to poll from you.



- ❒ With polling, telephone line costs are charged to the person receiving the message (the polling terminal).
- ❒ Polling can only be used when both machines have the Polling feature.

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Polling Transmission

Use Polling Transmission when you wish to leave a document in the memory for others to pick up.

You cannot specify the telephone number of the polling terminal (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

Free Polling: Anybody can poll the message from the polled machine's memory.

Secured Polling: The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

Stored ID Override: There are two ways to use this feature:
- ❒ If your ID Code is different from that of the other terminal, you can use the other terminal's ID Code just for this transmission (ask the other terminal's operator what their ID Code is). Your machine's stored ID Code will be ignored.
- ❒ For extra security, both parties can specify an ID Code just for this communication. The ID Codes of both machines will be ignored. All communicating parties need to coordinate their ID Codes in this case.

Only one document can be stored in the memory for Free Polling, and only one can be stored for Secured Polling. However, with Stored ID Override, you can store more than one file, but you must use a different ID for each file.

Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer.

Cross-reference
ID Code: see page 93.

Free Polling

1. Place your document in the feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

2. **Function 1 5** and **Yes**.

See page 156 for the options that are available with Polling Transmission.

```
POLLING TRANS  OPT▶
PUSH START
```

3. **Start**

❒ Your fax message is stored and held on polling standby.

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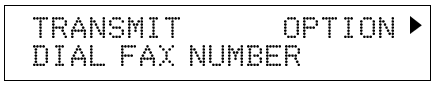
Note:If you see ALREADY INPUT,you already have a message on Free Polling Standby.

- ❒ To clear the old message: Clear the old polling transmission file by function 23. (See page 159 .) And start from the step 1 again.

Secured Polling

1. Place your document in the feeder.



2. **Function 1 4** and **Yes**.

NOTE
If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 4 in "Stored ID Override" on the next page.

3. **Start**
   -Your fax message is stored and held on polling standby.

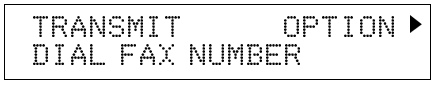
Note:If you see ALREADY INPUT you already have a message on Secured Polling Standby.

- ❒ To erase the old message: Clear the old polling transmission file by function 23. (See page 159 .)
- ❒ To keep the old message: Input an ID code in the same way as for step 3 in "Stored ID Override" below.

Stored ID Override

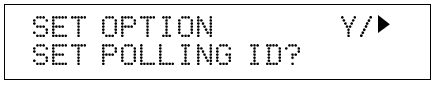
This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

1. Place your document in the feeder.



2. **Function 1 4** and **Yes**.

3. Press ▶ until the screen is as shown opposite.



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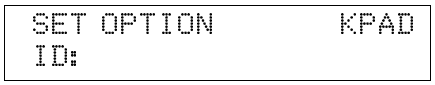
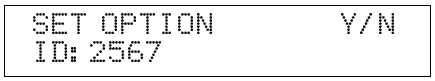
4. **Yes**.



5. Enter the ID code that you wish to use for this message.
   Example: **2 5 6 7** from the ten key pad.



Note: If you see ALREADY INPUT you already have a message on Secured Polling standby.

- ❒ To erase the old message: Clear the old polling file by Function 23. (See page 159 .)
- ❒ To keep the old message, repeat from the step 3. And input another ID code.

6. **Yes**.

7. **Start**

- ❒ Your fax message is stored and held on polling standby.

NOTE: If you need to cancel a polling transmission operation, use Function 23 (see page 159).

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Options for Polling Transmission

When you store a document in memory for Polling Transmission, you also have the following options:

- ❒ Personal Code: This is the same as for normal transmission (see page 71)
- ❒ Page Count:This is the same as for normal transmission (see page 75)
- ❒ TTI On/Off: This is the same as for normal transmission (see page 76).
- ❒ Polling Standby Duration: There are two options.
  ONCE: The message will be automatically erased from memory after it has been polled once.
  KEEP: The message will be kept in memory until you erase it yourself using the user parameter of the Function 63. While the message is in the memory, it can be polled at any time by as many terminals that need it.

The options are only available if the OPT▶ can be seen in the top right corner of the display:

1. Press ▶.

```
SET OPTION          Y/▶
SET PERSONAL CODE?
```

2. Scroll through the options using the ▶ arrow on the scroll key, then **Yes**.
   Example: TTI on/off

```
SET OPTION          Y/▶
TTI PRINT?
```

   The list of available options is as follows:
   - ❒ Personal Code
   - ❒ Page Count
   - ❒ TTI

3.- Either:
-If you wish to switch something on or off (TTI), use the ▶ arrow of the scroll key until the displayed setting is correct.
- If you enter something (Personal Code or Page Count)

4. **Yes** and **Function** when you have finished.

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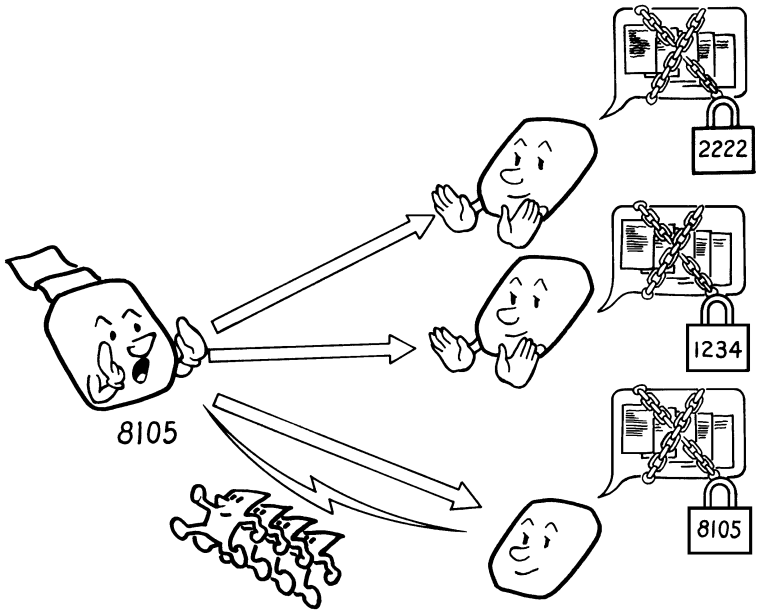
Polling Reception



Use this feature when you wish to poll a message from another terminal.

You can poll documents from many terminals with only one operation (use Groups and Keystroke Programs to make the most out of this feature).

You have three options: Free Polling, Secured Polling, and Stored ID Override, as described for Polling Transmission (see page 153).

The maximum number of terminals that you can poll in one operation is 132.

Cross-references
ID Code: see page 93.
Groups: see page 43.
Keystroke Programs: see page 96.

Operating Procedure

1. **Function 1 1** and **Yes**.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

2. Dial number.

```
POLLING RECV Y/START
2125551234
```

3. **Yes**.
   If you want dial more number, go to step 2.

```
POLLING RECV D/START
DIAL NEXT FAX NUMBER
```

4. **Start**

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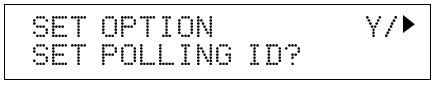
Stored ID Override Option

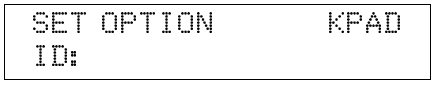
This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

If OPTION ▶ is displayed:

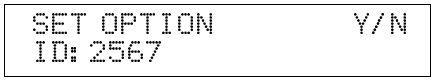
1. Press ▶ until the screen is as shown opposite.



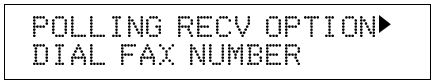
2. **Yes**.



3. Enter the password that you wish to use for this operation.
   Example: **2 5 6 7** from the ten key pad



4. **Yes**.



5. Dial and press **Start**.

For how to use other options, such as Send Later for delayed polling, see page 71 and the pages following that.

NOTE: In theory, you can poll up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 54 for more information concerning the limitations to this feature.

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File Management

Every time you store a fax message in your machine's memory, a new file is created. Each file is given a number. To see which files are currently in the memory, print a File List.

Note: A new file is created for each Polling Transmission, Substitute Reception, and Confidential Reception also.

Cross-reference File List: see page 178.

Erasing a File from Memory

You can delete any of the memory files (except Confidential Reception files). This is useful if the memory is getting full and you need to make some space for an important job.

1. You can erase these kinds of file.

To Clear A:	Enter
❒ Fax message file (Memory Transmission):	**Function 2 1** and **Yes**
❒ Instruction file (Polling Reception):	**Function 2 2** and **Yes**
❒ Fax message file (Polling Transmission):	**Function 2 3** and **Yes**

(Example: Using Function 21)

2. Either:
   - Print a list of files: ◄ and Start
   - Erase files: go to step 3.

```
FILE NO.        KPAD/◄►
PRINT LIST◄/SEARCH►
```

3. Either:
   - Scroll through the files on the display: ◄ or ► until the required file appears. And **Yes**.
   -If you know the file number, input it directly:**0 0 2** and **Yes**.

```
FILE NO. 002        Y/N
CLEAR?
```

4. Either:
   - Erase the file: **Yes**. Go to step 5
   - Keep the file: **No**. Go to step 3.

5. Either:
   - Erase another file: **Yes** and go to step 3.
   - Finish: **Function**.

Note: You cannot erase files that were received using Confidential Reception.

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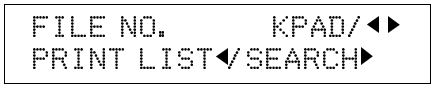
Printing a File

If you need to see the contents of any of the files, use this feature.

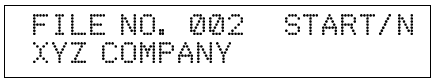
1. You can print these kinds of file:
   - ❒ Fax message file (Memory Transmission): **Function 5 1** and **Yes**
   - ❒ Fax message file (Polling Transmission): **Function 5 2** and **Yes**

   (Example: Using Function 51)

2. Either:
   Print a list of files: ◄ and **Start**.
   Print the contents of files: **Yes** and go to step 3.



3. Either:- Scroll through the files on the display: ◄ or ► until the required file appears, then **Yes**.
   -If you know the file number, input it directly:0 0 2 and **Yes**.



4. **Start**.

Note: This procedure does not work for Confidential Reception files.

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Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the print. This roller must already be hot when the paper passes under it. To maintain a temperature high enough to permit proper fusing, electricity is consumed. This facsimile is equipped with various energy saving modes to reduce the consumptions of electricity while the machine is waiting for a fax message.

Letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warmes up. (a few minutes later)

Letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

If your fax machine enters saving energy mode, the lamp and display on the control panel will turn off.

Though the setting is available, leaving the roller on at full heat brings you no advantage. We recommend you always use one of the two heat roller settings described above.

The saving energy mode is related to the Night Timer. Refer to the section titled "Night Timer".

How to start the saving energy mode

Your machine will enter the saving energy mode under the following conditions.
- ❒ When you hold the **Energy Saver** key for a few seconds.
- ❒ Your machine is not used for 5 minutes.

If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the saving energy mode automatically, please contact your service representative.

How to exit the saving energy mode

Your machine exits from the energy saving mode.
- ❒ When you insert a document in the feeder.
- ❒ When pick up the handset if you have.
- ❒ When you hold the **Energy Saver** key for a few seconds.
- ❒ When a fax is received. (If the night timer is on, the message will printed out after the night timer ends.)

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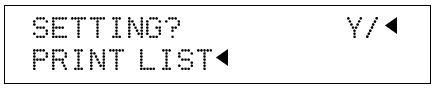
❒ When you press any key on the operation panel. (When the heater roller is cool halfway.)

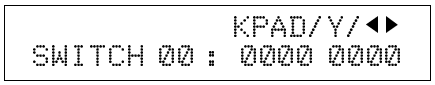
Which saving energy mode is best for you?

You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.
When you allow the toller to cool to room temperature, energy savings is at maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, energy savings will still be achieved and printing will occur more rapidly.

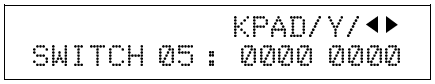
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ► until the settings for switch 05 are shown.
   The settings that you need to change are digit 6 (double underline) and 7 (single underline).



4. Set one of the two as shown opposite.
   To change digit 6, press **6**.
   To change digit 7, press **7**.

SWITCH05:0000 0000

If you want to let the roller cool to room temperature.

SWITCH 05 0000 0000

If you want to let the roller cool halfway.

SWITCH 05 0100 0000

5. Finish: **Yes** and **Function**

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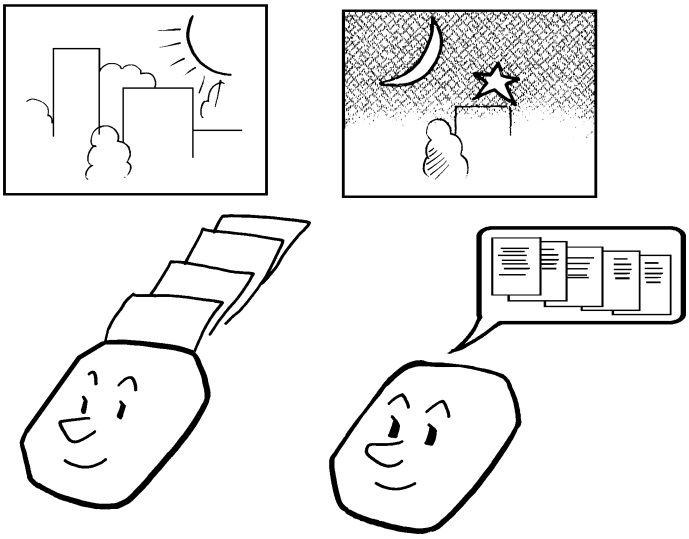
Night Timer

Overview

Laser printing requires the application of heat to bond toner to the printer paper. For incoming messages to be output quickly, a heating element inside the machine must be kept hot. This will affect your electricity bills.

The Night Timer feature lets you program timers to switch this heating element on and off. This will help you to reduce overnight electricity costs. The amount of savings is the same as the Energy Saving mode described on page 161 . In addition, it also means that anyone wandering through the office after working hours will not be able to casually read your incoming fax messages, because incoming messages are not printed while the heating element is switched off.



- If a fax message comes in while the heating roller is switched off, the message is stored in the memory. When the heating element switches back on, the message is automatically printed.
- While the heating roller is disabled, all incoming calls are refused when the memory fills up.
- If you wish to print a received fax messages while the heating element is off, you can temporarily make the heating element switch on and print the message by pressing the Energy Saver key. The timer will activate again automatically a few minutes after you have printed your message.

As a typical example, you could program the heating roller to stay off at night and over the weekend. (You can program different settings for every day of the week.)

To use Night Timer, you must:

- Program the timers for each day of the week.

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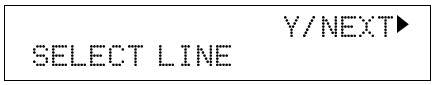
❒ Switch the Night Timer feature on.

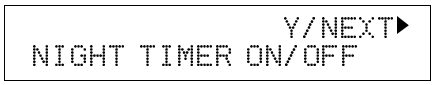
Switching the Night Timer On or Off

The night timer feature must be switched on using Function 62. If it is switched off, the heating elements will stay on all the time.

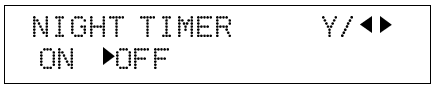
1. **Function 6 2 2 2 2 6 2** and **Yes**.



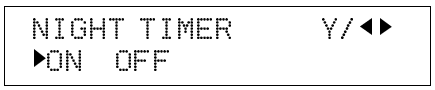
2. Scroll through the list of features with ◀ and ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.

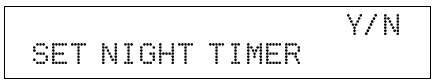


5. Finish: **Yes** and **Function**.

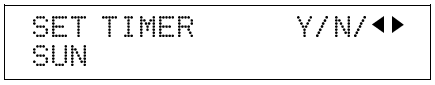
Programming Procedure

Example: For Tuesday, set the heating roller to switch on at 9 am and switch off at 6 pm.

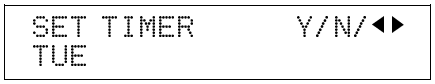
1. **Function 6 2 2 2 2 7 1 and Yes**.



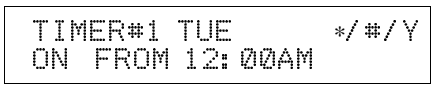
2. **Yes**.



3. Use the ◀ and ▶ keys to scroll through the days of the week.
   Example: Press ▶ twice to go to Tuesday.

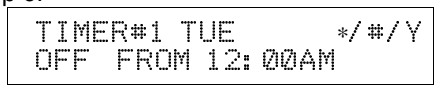


4. **Yes**.



5. Program the first timer for Tuesday:
   - ❒ Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF means that the heater will switch off at the time indicated. To change the ON to OFF, or the other way round, press ∗ or **#.**
   - ❒ When the ON/OFF display is correct: Go to step 6.

6. Press ▶ to move the cursor under the time.



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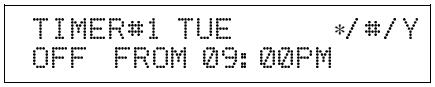
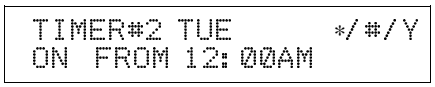
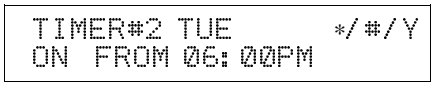
7. Input the time: **0 9 0 0** from the ten key pad.
   To change AM to PM and the other way around, press # . And press **Yes**.



8. Repeat from the step 5 for the second timer. Press ▶ to move the cursor under the time.
   And input the time **0 6 0 0,** for example, from the ten key pad for the timer value .
   To change AM to PM and the other way around, press # . And press **Yes**.





KEEPING THE HEATER ON ALL DAY: Set both timers to ON = 12:00AM.
KEEPING THE HEATER OFF ALL DAY: Set both timers to OFF = 12:00AM.

9. Either:
   - ❒ Program the timer for another day: Go back to step 3.
   - ❒ Finish: **Yes** and **Function**.

NOTE: To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. Because of this, the Night timer does not give you complete security for received documents. For this type of security, use the Memory Lock feature; see page 125.

Temporarily Switching the Heating roller

During the Night Timer cycle that the heating roller is off, it may be switched back on:

- ❒ When you hold the **Energy Saver** key for a few seconds.
- ❒ When you insert a document in the feeder.
- ❒ When you pick up the handset, or press **On Hook Dial** key.

After you leave the machine alone for a while, the heating elements will turn back off. Note that if the automatic saver mode is disabled by a service technician, the night timer will not turn back on.

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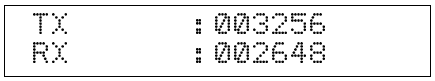
Counters

These counters will help you if you wish to keep a regular check on how many pages your machine has sent, received, and copied.

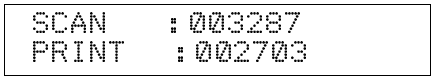
The machine has the following software counters:

- **Tx (Transmit) Counter:** The number of pages that your machine has sent
- **Rx (Receive) Counter:** The number of pages that your machine has received
- **Scan Counter:** The number of pages that your machine has scanned (includes copy mode)
- **Print Counter:** The number of pages that your machine has printed (includes copies and printouts made when using other PC printer.

1. **Function 6 2 2 2 2 9 4** and **Yes**.



2. **Yes** to check the SCAN and PRINT counter.



3. When you have to finisned: **Function**.

In addition, a hardware counter option may be installed so that you may know the number of printouts at a glance.

- Mechanical counter (Option): Displays the number of pages that your machine has printed including copie, reports, lists and printouts made when using other PC printer option.
  It is located on the rear of the machine immediately behind the document tray.

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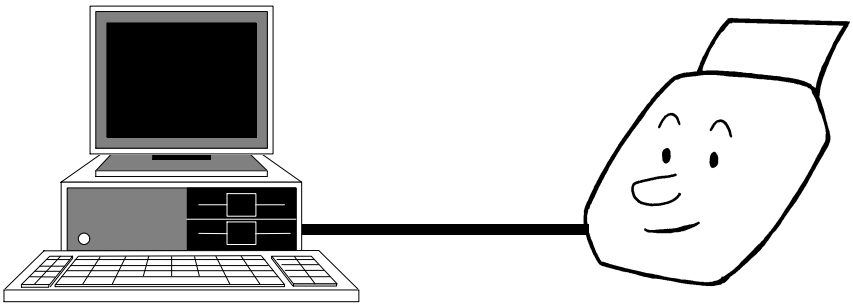
Entering PC Printer Mode (Printer Interface Required)



Using PC Printer Mode, you can connect your fax machine to an IBM or compatible personal computer and use it as a printer. Documents printed from your computer will be sent to your fax machine as text (ASCII characters) or graphics (vector or dot image), depending on the application that you are using. They will not be sent in the same way as fax messages, which are always dot images.

You must obtain the optional Printer Interface Type 100 before you can use PC Printer Mode. Then, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.

1. **Function 3 6** and **Yes**.

```
PRINTER MODE
READY :P LJ4L
```

You can now operate the printer.

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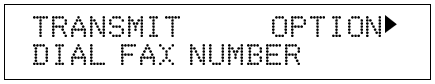
Copying

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the Copy key.

Copying an original is a good way to test contrast and resolution before sending a document, if you are not sure that the settings that you have chosen are appropriate. The copy made by your printer shows you how the message would look when received at the other end. If it does not look good, change the settings and try again.

Cross-references	Contrast, Resolution, and Halftone: see page 66.

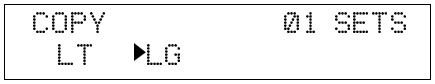
1. Place your original in the feeder.



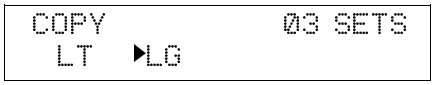
2. Press **Copy**.

Note: To cancel copy mode, press Copy again.

3. If you have the optional cassette, you can select the paper size by pressing ▶.
   LT= Letter
   LG= Legal
   The opposite display shows that you select the Legal size.



4. Input the number of copies that you need.
   Example: 3 copies, press **3** of the ten key pad.



5. **Start**.

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Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features (such as Confidential Transmission), dial the number, and press Start. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the TCR).

The following table shows which features can operate simultaneously on your machine.

	Job that you wish to carry out at the same time								
Job Currently in Progress	**1.**	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**	**8.**	**9.**
1. Storing to Memory		✔	✖	✔	✖	✔	✔	✔	✖
2. Printing from Memory	✔		✖	✖	✖	✖	✖	✖	✖
3. Copying	✖	✖		✖	✖	✔	✖	✔	✖
4. Printing an Automatic Report	✔	✖	✖		✖	✖	✖	✖	✖
5. Immediate Transmission	✖	✖	✖	✖		✖	✖	✖	✖
6. Memory Transmission	✔	✖	✔	✖	✖		✖	✖	✖
7. Receiving and Printing a Fax	✔	✖	✖	✖	✖	✖		✖	✖
8. Receiving a Fax to Memory	✔	✖	✔	✖	✖	✖	✖		✖
9. Printing a Fax Message or a Report Manually	✖	✖	✖	✖	✖	✖	✖	✖	

✔: Possible, ✖: Impossible

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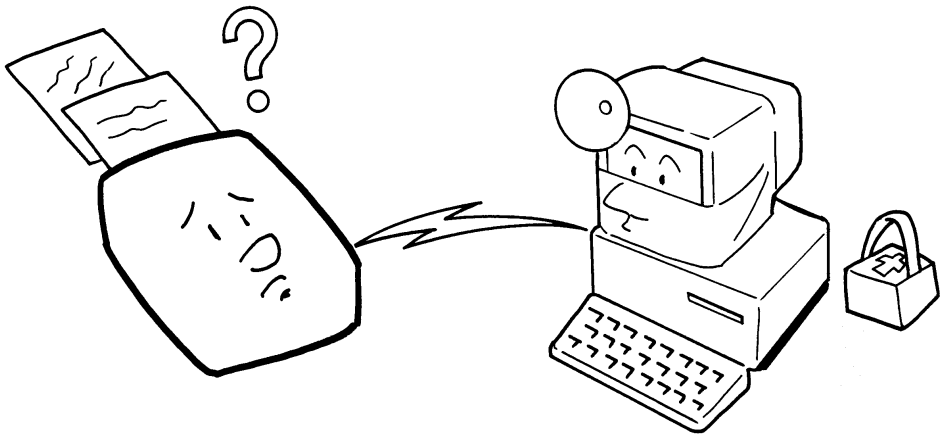
RDS (Remote Diagnostic System)

Overview



If your machine has a problem, a service technician can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS to change some of your machine's settings if you request it.

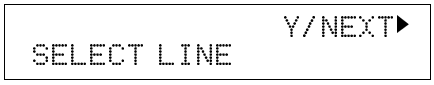
For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

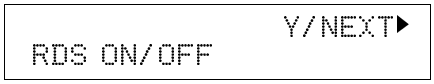
Switching RDS On/Off

Before your machine can accept incoming calls from an RDS, you have to switch RDS on using Function 62. If it is switched off, the machine will not accept treatment from an RDS.

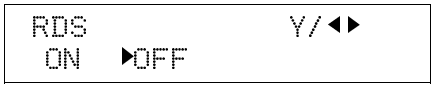
1. **Function 6 2 2 2 2 6 2** and **Yes**.



2. Scroll through the list of features with ◀ and ▶ until the screen is as shown opposite.



3. Yes.



4. Change the on/off setting by pressing ◀ or ▶.

5. Finish: **Yes** and **Function**

Note: RDS is automatically switched off 24 hours after you switch it on.

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AI Short Protocol

This feature employs Artificial Intelligence (AI) to learn the communication characteristics of the machines programmed as Speed Dials or Quick Dials. AI Short Protocol helps you to reduce communication costs between machines produced by the same manufacturer. AI Short Protocol only works if you dial using Quick Dial, Speed Dial, or Redial; also, the machine at the other end must have the AI Short Protocol feature.

When you send a fax message, the two machines carry out a handshaking procedure, during which they establish the best way to communicate with each other. Using AI Short Protocol, this handshaking procedure only takes place in full the first time you dial a particular number. Your machine remembers the optimum communication parameters for calling that number. The next time you dial that number, the machine will remember these parameters and the preliminary handshaking will be significantly reduced, saving communication costs.

Cross-references	Quick Dial and Speed Dial: see page 42.

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AUTOMATICALLY PRINTED REPORTS

The following reports are automatically printed out at the appropriate time.

Descriptions of the Available Reports

TCR (Transmission Confirmation Report)

This report gives detail on each communication made by your terminal. It is automatically output after a certain number of communications.

Transmission Result Report

This report is printed out after immediate transmission. It shows whether each transmission was successful or not.

Error Report

This report is printed after each unsuccessful communication (compare with the Communication Failure Report below, which is printed after an operation has been completed). So while doing a broadcast, the machine may print a number of error reports, and at the end, it prints a Communication Failure Report (or Transmission Result Report if it is switched on).

Check the report and retransmit any pages that were not sent. Keep any error reports that are printed, as they may be useful for a service technician if a particular problem continues or gets worse.

Communication Failure Report

This report is printed after executing an operation, whether it be a single transmission or a broadcast from memory, if a transmission failure occurred during that operation. It is only printed if the Communication Result Report is switched off.

Memory Storage Report

If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission or Polling Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

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Power Failure Report

This report is printed if the machine's power was off for long enough to erase the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

Transfer Result Report

After the end of a transfer request, the transfer broadcasting station sends you this report. The report lists the telephone numbers of the broadcasting stations and the end receivers, and indicates whether each transmission was successful or not. With this information, you may retransmit any pages that were not sent, either directly, or using another transfer request operation.

Polling Reserve Report

If you switch this report on, it is printed automatically after you program the machine for polling reception (immediate or send later). It gives the file number, time of polling, and destinations (including any Group numbers that you selected).

Polling Result Report

This report is printed after your machine polls a message from another machine.

Polling Clear Report

This report is printed after a polling file has been erased from memory.

Confidential File Report (Feature Expander Required)

This report informs you when a confidential message has been received.
If the sender of the message used Confidential ID Override, and specified an ID that is the same as one of the Confidential IDs stored with a Personal Code in your machine, the name stored with that Personal Code will be printed on the Confidential File Report.

Communication Result Report

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed when a communication fails.

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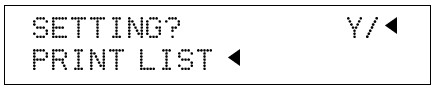
Switching Reports On / Off

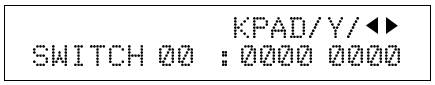
Some of these reports can be switched on or off.

To switch a report on or off, do the following. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

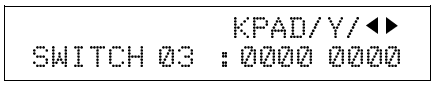
1 .**Function 6 2 2 2 2 6 3** a nd **Yes**.

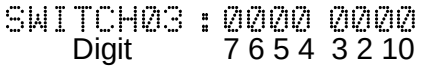


2. **Yes**.
   The settings for switch 0 are now shown on the bottom line of the display.



3. Press ► until the settings for switch 03 are shown.
   Each digit from 0 to 7 controls one of the reports (except digit 1) as follows.





Digit	Purpose
0	Transmission result report (memory transmission) 0: Off 1: On Default Setting: On
1	Do not change this setting.
2	Memory storage report 0: Off 1: On Default Setting: Off
3	Polling reserve report 0: Off 1: On Default Setting: Off
4	Polling result report (polling reception) 0: Off 1: On Default Setting: On
5	Transmission result report (immediate transmission) 0: Off 1: On Default Setting: On
6	Polling clear report 0: Off 1: On Default Setting: On
7	TCR 0: Off 1: On Default Setting: On

4. If you wish to change a setting, press the appropriate key on the keypad. For example, to change digit 2, press **2** of the ten key pad.

5. Finish: **Yes** and **Function**

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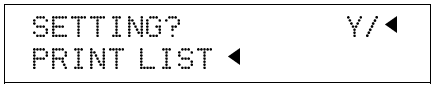
Note: ❒ To switch the Confidential File Report on or off, use Function 63 (see page 124).
❒ To switch the Error Report on or off, contact a service technician.

Printing a Sample of Data on the Reports

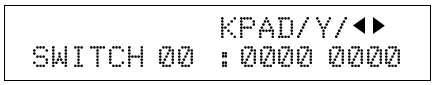
For reference purposes, the machine prints the first few inches of the fax message on the following reports.
❒ Transmission Result Report
❒ Memory Storage Report
❒ Polling Clear Report
❒ Communication Failure Report
❒ Transfer Result Report
❒ Polling Confirmation List

The procedure to switch this feature on or off is as follows. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

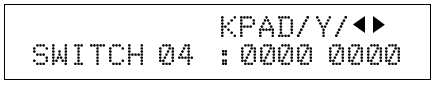
1. **Function 6 2 2 2 2 6 3** and **Yes**.



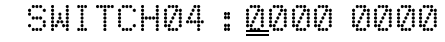
2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 04 are shown.
   The setting you need to use is digit 7.



4. If you wish to change the setting, press **7** of the ten key pad.



Digit 7 (Double underlined)
0: This feature is off
1: This feature is on

5. Finish: **Yes** and **Function**

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Report Formats

Example 1. Error Report

The following report means that the machine sent four pages but there were errors during the first two pages.

```
                  ***  ERROR REPORT  (APR 28 1995 12:09PM)  ***
                                                    TTI     XYZ COMPANY
  FILE  PERS. NAME   ADDRESS                MODE     TIME    PAGE  RESULT
-------------------------------------------------------------------------
087   JOHNSON      XYZ CO. NEW YORK     G3TES    0’29"   P. 4    E
```

Personal Code of the Sender

```
                        PAGE NOT SENT
                          P. 1
                          P. 2
```

Example 2. TCR

```
                     ***  TCR  (APR 28 1995 11:40AM) ***
                                                TTI   XYZ COMPANY
 <TX>
 DATE   TIME    ADDRESS      MODE   TIME   PAGE RESULT  PERS. NAME   FILE
-------------------------------------------------------------------------
 Apr 28 9:48AM  XYZ NEW YORK G4TES  1’11"  P. 5   OK    YAMAMOTO     005
        9:54AM  XYZ LONDON   G3TES  0’27"  P. 1   OK    FENSTERWALD  007
        9:56AM  2125551234   G3TES  0’28"  P. 1   OK    MCTAGGART    009
       10:01AM  XYZ BERLIN   G3TES  0’24"  P. 1   OK    JONES        010


 <RX>
 DATE   TIME    ADDRESS      MODE   TIME   PAGE RESULT  PERS. NAME   FILE
-------------------------------------------------------------------------

 Apr 28 9:51AM  DR J ALVAREZ G4RS   0’24"  P. 1   OK                 006
        9:58AM  2015551234   G3RES  0"27"  P. 1   OK                 008
       10:56AM  XYZ PARIS    G3RES  0’28"  P. 1   OK                 011
       11:01AM  M. JONES     G3RES  0"24"  P. 1   OK                 012
```


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The following pages explain the symbols that appear in certain columns of the reports.

The Mode Column
See the bottom of the TCR for a full listening of the symbols that are used on the TCR.

The Results Column

OK: Successful Communication
E: An error occurred

The Footnote on the TCR

TX counter: Total number of transmitted pages
RX counter: Total number of received pages

Counters listed on the User Parameter List

SCN: Total number of pages scanned
PRN: Total number of pages printed

Transmission Result Report (Memory Transmission)
In the Result column, some reports may have an "E" followed by a code, and there may be a message printed at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below.

CODE	MESSAGE	EXPLANATION
1	HANG UP OR LINE FAIL	The other party either a) hung up, b) had no message on polling standby, c) cannot do confidential reception or transfer request, or d) had an ID Code that did not match the one in your machine. Alternatively, there could have been a problem with the telephone line.
2	BUSY	The machine at the other end was busy.
3	NO ANSWER	The line is dead (no dial tone was detected).
4	NO FACSIMILE CONNECTION	The machine at the other is not a facsimile.

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USER-INITIATED REPORTS

These reports can be printed at any time by executing a procedure on the operation panel.

Descriptions of Available Reports

TCR

In addition to the automatic output of this report, you can print the TCR at any time.

1. Press **Function 4 1** and **Yes**
2. **Start**.

File List

This is a list of memory transmission, memory reception, and polling files still in the memory. It gives information about each stored operation, such as the fax numbers, start time, status, and type of operation.

1. Press **Function 4 2** and **Yes**.
2. **Start**

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Telephone Number List

Quick Dial List: This is a list of the telephone numbers and other items that you have stored in the machine's Quick Dial Keys.

Speed Dial List: This is a list of the telephone numbers that you have stored as Speed Dial Codes.

Group Dial List: This is a list of all the groups that you have programmed, and the telephone numbers in these groups.

1. Press **Function 4 3** and **Yes**.
   To print all three lists, press **Start**.

```
ALL LISTS?    START/N
QUICK/SPEED/GROUP
```

2. **No**.

```
SELECT LISTS      Y/N
QUICK DIAL LIST?
```

3. To print the Quick Dial List, press **Yes**.
   - **No** if you do not want this list.

```
START
```

4. **Start**.

Program List

This gives details on the Keystroke Programs that you have stored in the machine.

1. Press **Function 4 4** and **Yes**.
2. **Start**

Personal Code List

This is a list of the Personal Codes that you have stored, along with the names and Confidential IDs.

1. Press **Function 6 2 2 2 2 7 2** and **Yes**.
2. ◄ and Start.

Special Terminal List

This is a list of all terminal names that you have specified for Authorized Reception, Memory Lock and Multi Copy. It includes Wild Cards.

1. Press **Function 6 2 2 2 2 8 1** and **Yes**.
2. ◄ and Start.

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Forwarding List (Feature Expander Required)

This list shows details of how you have programmed the Forwarding feature. It also includes the Wild Cards.

1. Press **Function 6 2 2 2 2 8 2** and **Yes**.
2. ◄ and **Start**.

User Parameter List

This shows the current settings of the User Parameters.

1. Press **Function 6 2 2 2 2 6 3** and **Yes**.
2. ◄ and **Start**.

Cross-references

Immediate Transmission: see page 58.
Memory Transmission: see page 59.
Confidential Transmission: see page 101.
Confidential Reception: see page 121.
Keystroke Programs: see page 96.
Personal Codes: see page 107.
Forwarding: see page 133.
Quick Dial: see page 42.
Transfer Request: see page 91.
Polling: see page 152.
Groups: see page 43.
Speed Dial: see page 42.
Authorized Reception: see page 130.
User Parameters: see page 11.

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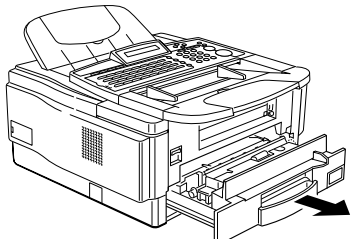
REPLACING PAPER

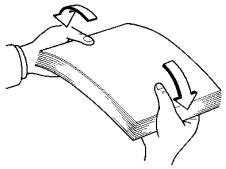
❒ When the Add Paper indicator ( ) on the operation panel is lit, the cassette is empty.

1. Slide the cassette all the way out, and place it on a large flat surface.

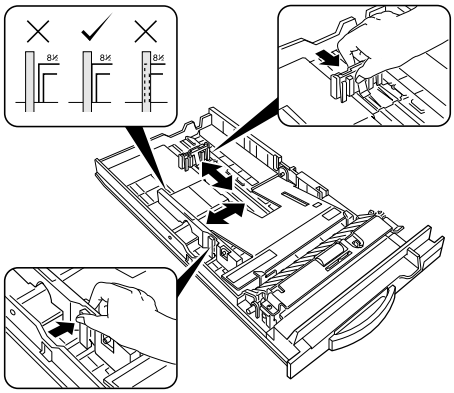


CAUTION
To avoid dropping the cassette, hold it by the front and side while pulling it out.

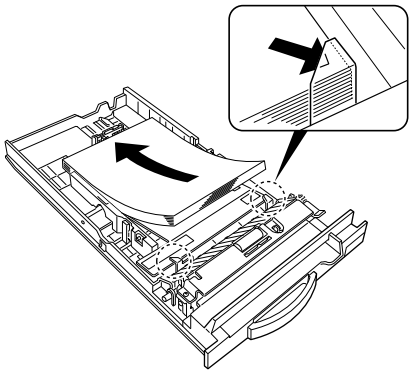
2. Bend the new stack of paper a few times.



3. Push down the metal plate on the base of the cassette until it clicks.
   Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the paper cassette.
   The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.
   To move a fence, pinch the top lever in and slide the fence in or out as shown.
   Adjust the position of the two side fences to match the paper size.



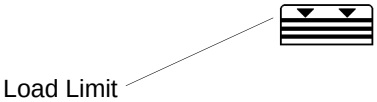
4. Place the paper into the cassette in the direction shown opposite, making sure it fits under the metal corners at the front.
   If there is space between the paper and a fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



Note: If you have the optional cassette and change the paper size, adjust the position of the two side fences to the size of the paper. Then set the appropreate size plate at the front of the optional cassette. (See page 30.)

NOTE: ❒ Make sure that the paper fits the corners.
❒ Do not fill up the cassette past the load limit marker.

5. Replace the cassette carefully.



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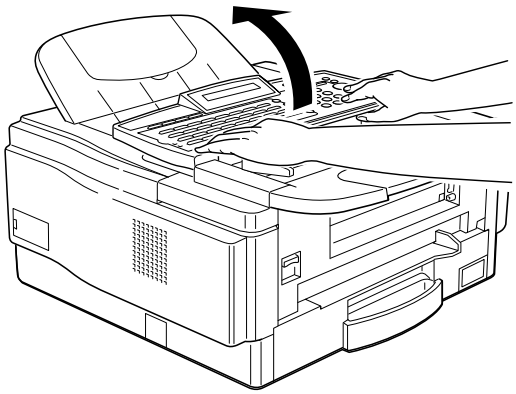
REPLACING TONER CASSETTE AND CLEANING PAD

❒ When the Add Toner indicator ( ) starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change the toner cassette.

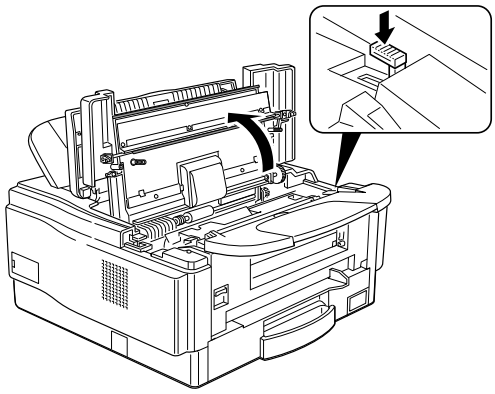
❒ When the Add Toner indicator ( ) remains lit, it is time to install a new toner cassette.

Replacement Procedure

1. Open the scanner.

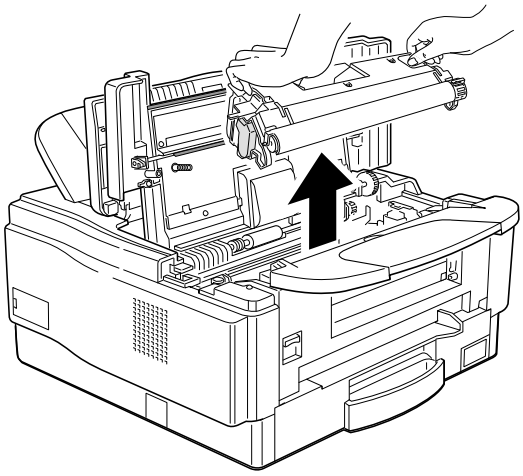


2. Open the upper cover. (Push the button of the right side.)



3. Slide out the old toner cassette.

Note: Hold the cassette as the way shown in the illustration.Do not shake the cassette, or toner may spill out.



WARNING
Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.

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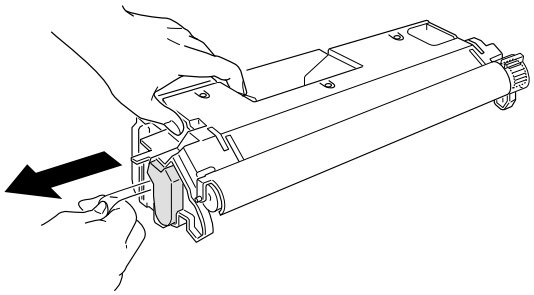
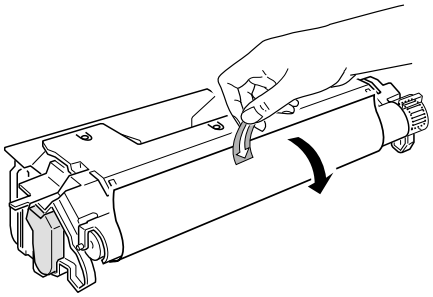
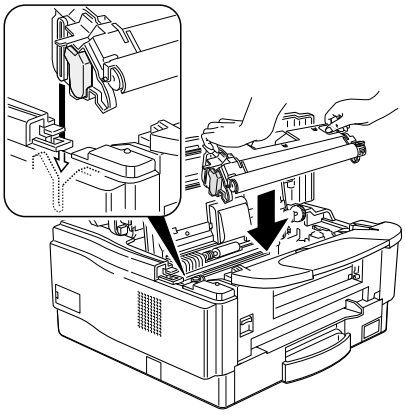
4. Shake the toner cassette before installing it. On the new toner cassette, pull out the sheet. And remove the black sheet.



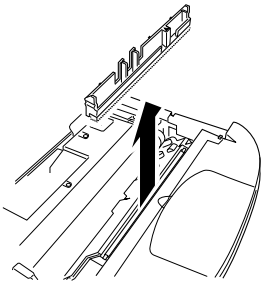


5. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.

CAUTION
Hold the cassette as shown in the illustration.
Never touch the photoconductor inside the machine (Green drum).

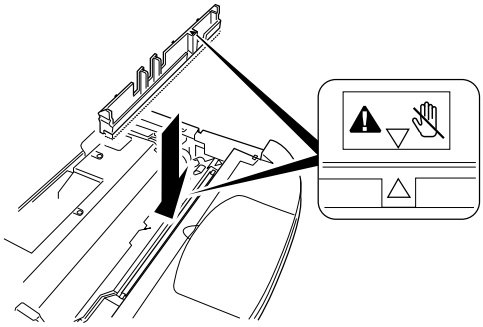


6. Remove the old cleaning pad.

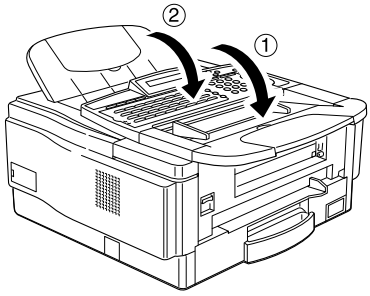


7. Install the new cleaning pad.
Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.
Note: Push the cleaning pad until you hear it clicking.

Important: Do not forget to install the cleaning pad. If not installed correctly, damage may be caused to the machine.



8. Close the upper cover and lower the operation panel until it clicks.
Note: If the upper cover does not close, the toner cassette or cleaning pad is not correctly installed.



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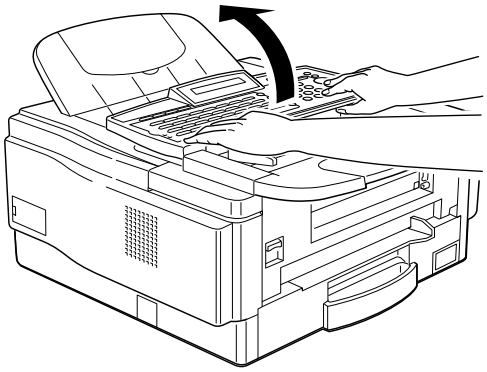
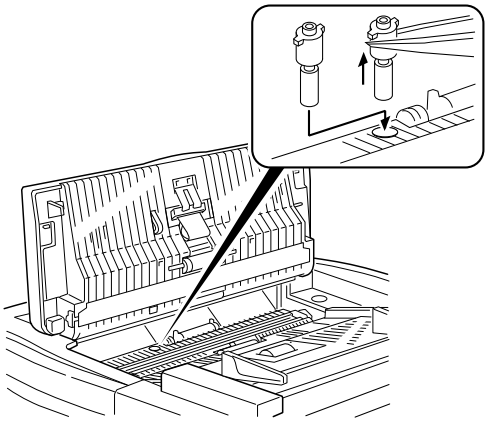
REPLACING THE STAMP

When the mark made by the verification stamp becomes pale, replace the stamp as described below.

1. Pull up the scanner.



2. Replace the stamp.
   If tweezers are not available, you may press the point of a pencil down vertically into the stamp and remove it by lifting straight up.



3. Close the operation panel.

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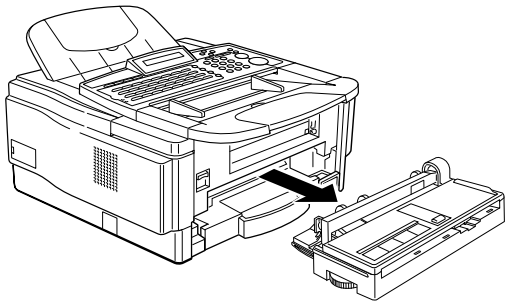
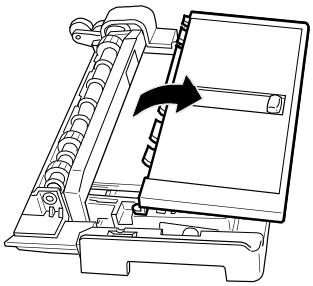
CHANGING THE PAPER SIZE (OPTIONAL CASSETTE)

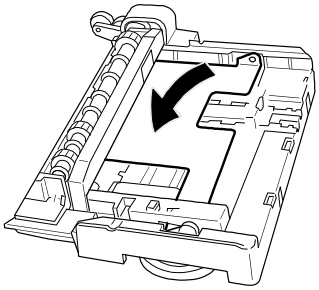
1. Pull out the removable cassette.



2. Remove the cover of the cassette.



3. Push the paper until it clicks.



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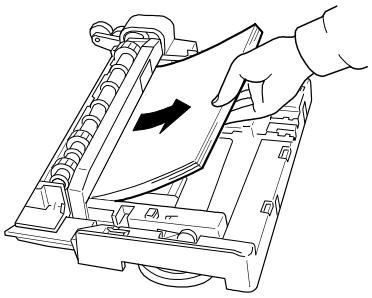
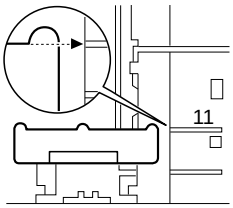
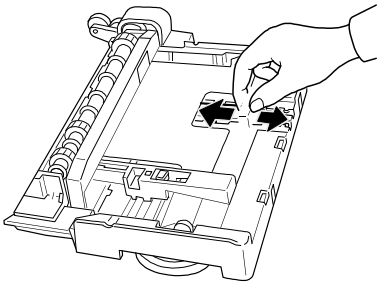
4. Remove the paper.

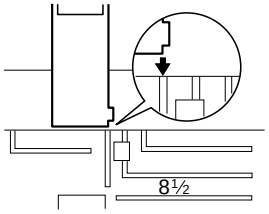


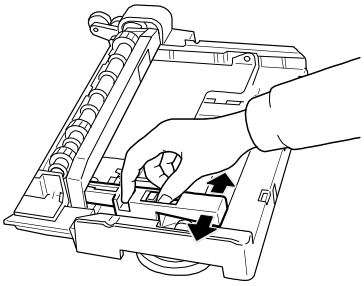
5. Adjust the position of the back fence.



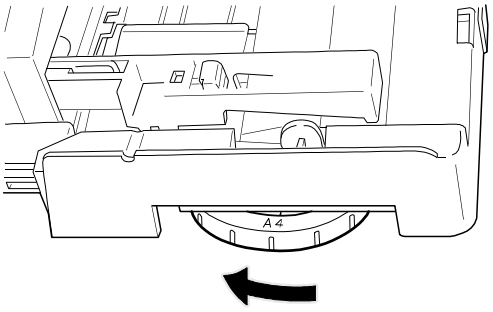


6. Adjust the position of the side fence.





7. Rotate the dial until the appropriate size appears.



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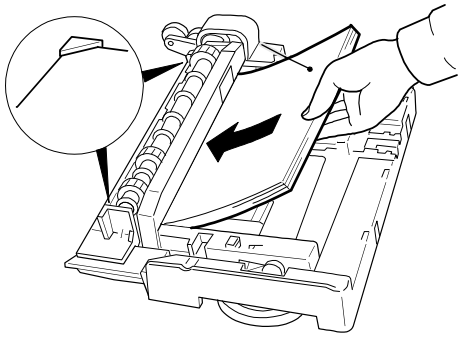
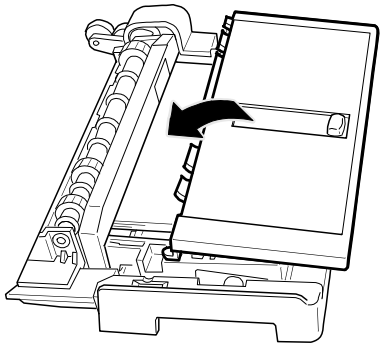
8. Set the paper under the corners.



9. Set the cover of the removable cassette.



10. Install the removable cassette

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USER MAINTENANCE PROCEDURES

To ensure that your fax continues to operate properly, some simple maintenance is required. This entails cleaning and replacing a few components. Cleaning should be done once every 6 months. Replacements should be done after a specified number of scannings or printings.

User Maintenance Table of Cleaning

The following table shows what items you need to look after from time to time. Letters after component names in the Item column refer to the labels used in the diagrams on the following pages.

Area	Item	What to Use	Possible Problems if Not Maintained
Scanner	Separation Roller [A]	Soft damp cloth	Document non-feed or multifeed
	Pick-up Roller [F]	Soft damp cloth	Document non-feed or jam
	Feed Roller [F]	Soft damp cloth	
	White Strip [B]	Soft damp cloth	Poor copy quality (dirty background on copies and transmitted faxes)
	R1 Roller [D]	Soft damp cloth	Document skew, or dirt on the document
	R2 Roller [D]	Soft damp cloth	
	Exposure Glass [E]	Soft damp cloth	Vertical black lines on copies and transmitted faxes

Caution: A soft damp cloth is needed. The cloth must be wrung out tightly before use. Use water only. Do not use a detergent or a solvent such as alcohol.

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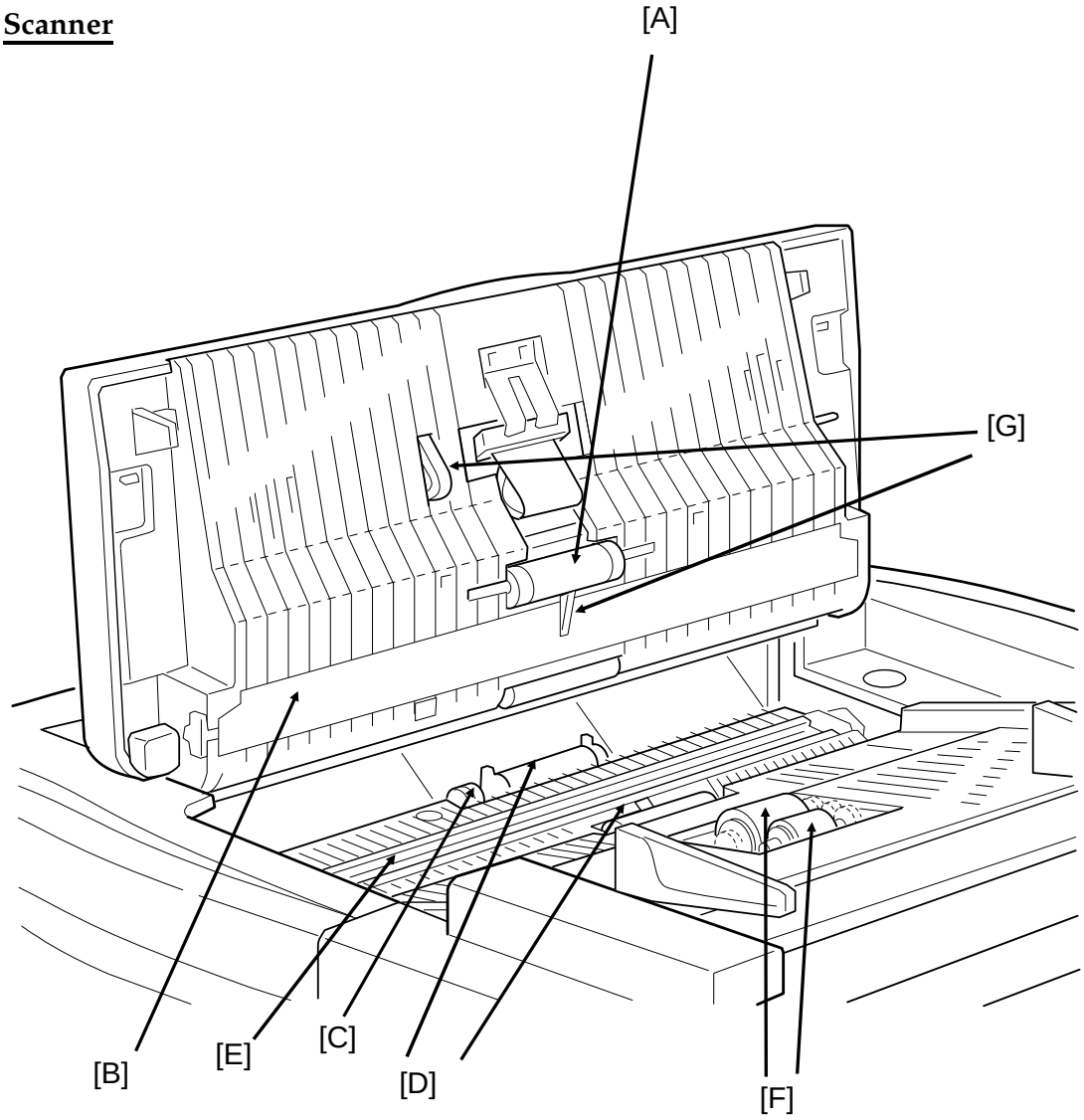
User Maintenance Procedure of Cleaning

Scanner



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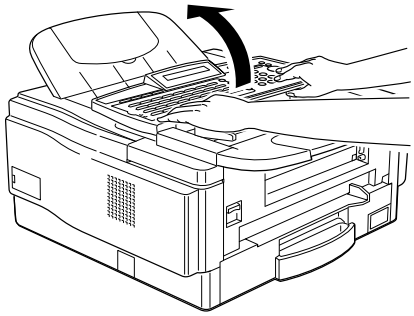
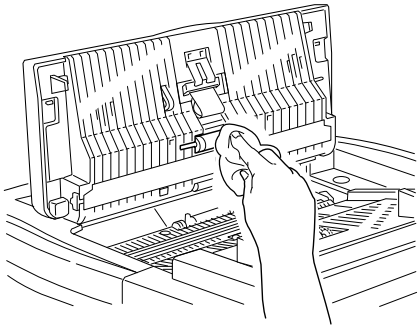
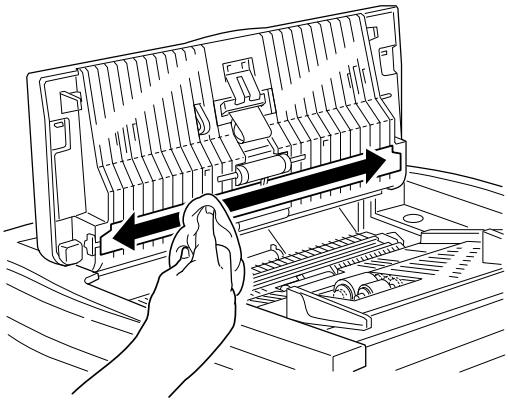
1. Prepare a soft damp cloth.
2. Turn off the main power switch.
3. Lift up the operation panel.



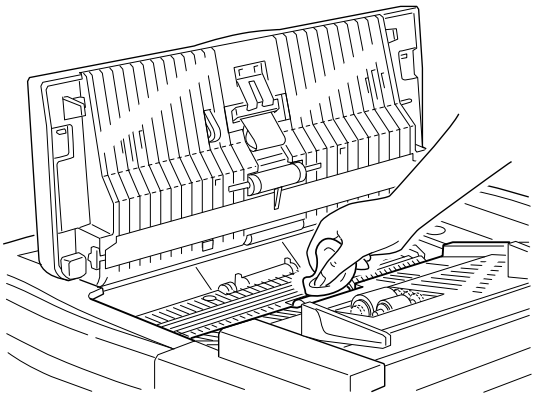
4. Clean the separation roller [A] with the soft damp cloth, while rotating the roller.



5. Clean the white strip [B] with the soft damp cloth.
   CAUTION:
   Do not damage the sensor actuator [G] (black plastic) on the white stripe.



6. Clean the R1 and R2 rollers [D] with the soft damp cloth. To rotate the rollers, gently hold the cloth down on the rollers and turn the main power switch on. The rollers will rotate once.



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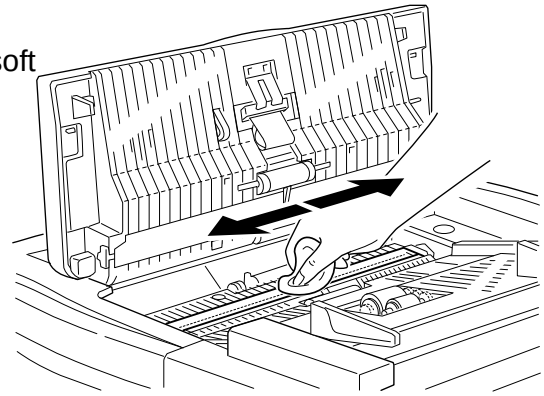
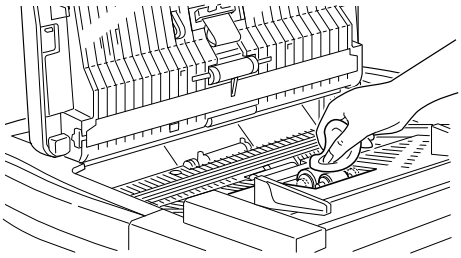
6. Turn the main power switch off.

7. Clean the exposure glass [E] with the soft damp cloth.



8. Clean the pick-up and feed rollers [F] with the soft damp cloth, while turning the rollers in the direction shown in the diagram.



9. Close the operation panel.

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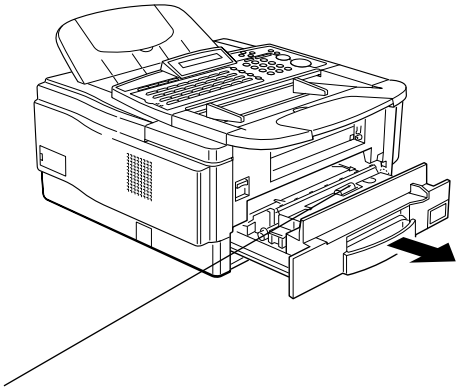
Cassette

1. Pull out the cassette.

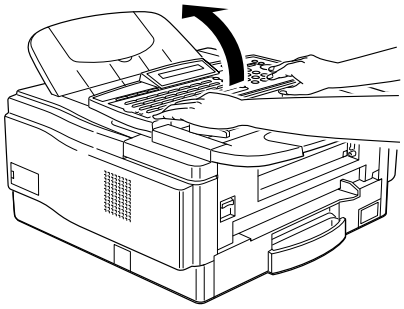


2. Clean the roller using the soft damp cloth.
3. Close the cassette.

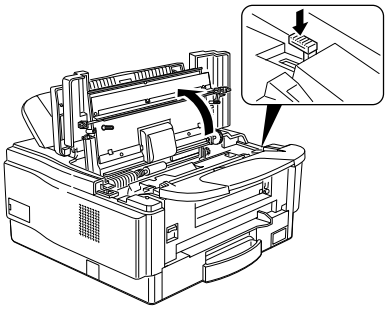
Cleaning the Corona Wire

Please clean the corona wire if the vertical black lines appear on the printing image.

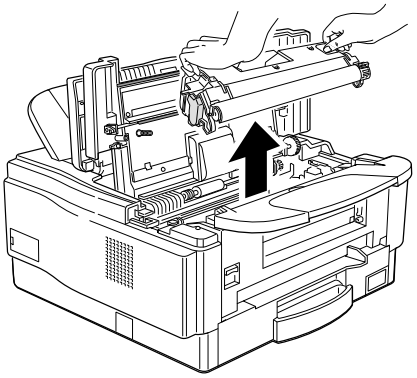
1. Lift up the operation panel.



2. Open the upper cover.



3. Remove the toner cassette. Place it on a sheet of paper.



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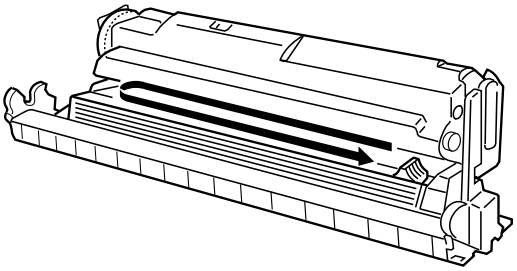
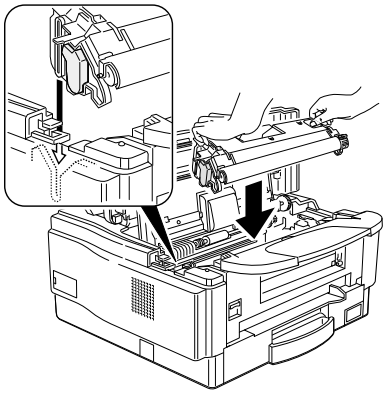
4. Gently drag the blue lever from end to end twice. Make sure the lever is returned on the original position.



5. Re-install the toner cassette.

   Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



6. Close the upper cover and lower the operation panel.

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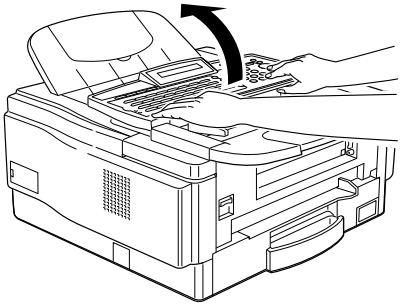
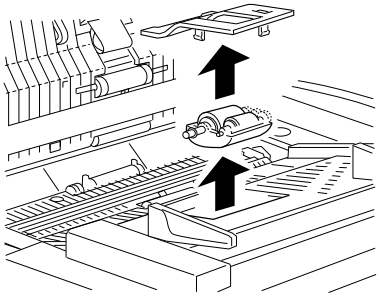
Replacing the ADF Roller Assembly and the Separation Pad

You should replace the ADF(Auto Document Feeder) roller assembly and the separation pad to prevent misfeeds about every 30,000 sheets. To check how many sheets you've scanned, please refer the section titled "Counters" (See page166 .)
To get the new roller and pad, contact your service representative.

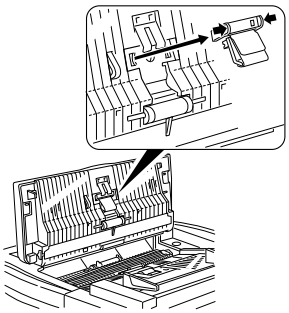
1. Open the operation panel.



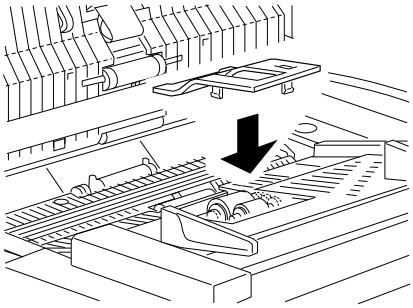
2. Remove the old ADF roller assembly.



3. Remove the old separation pad.



4. Install the new ADF roller assembly.



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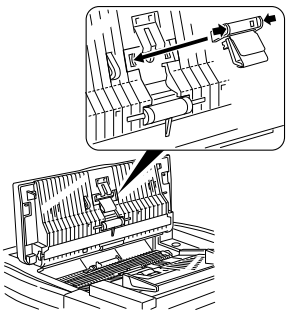
5. Install the new separation pad.



6. Close the operation panel.

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Replacing the Photoconductor

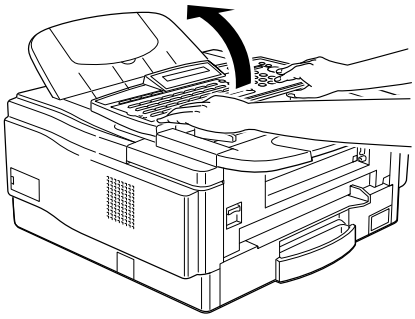
You should replace the photoconductor to maintain the copy quality about every after you print about 30,000 sheets.

If the following display appears, replace the photoconductor.

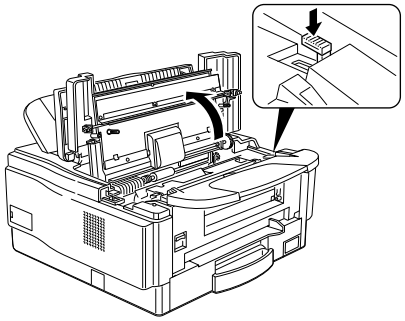
```
REPLACE PC ▼
SET DOC. OR DIAL NO.
```

To check how many sheets you've printed, please refer the section titled "Counters" (See page166).

1. Lift up the operation panel.

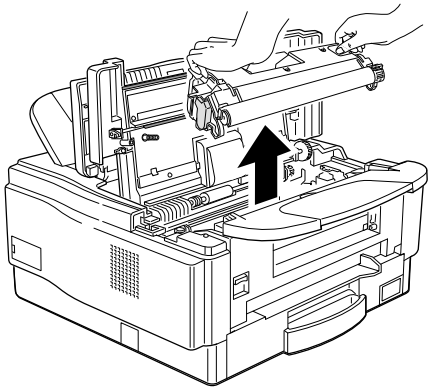


2. Open the upper cover.



3. Remove the toner cassette.

Note: Do not shake the cassette, or toner may spill out.



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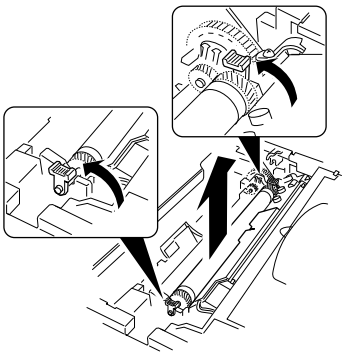
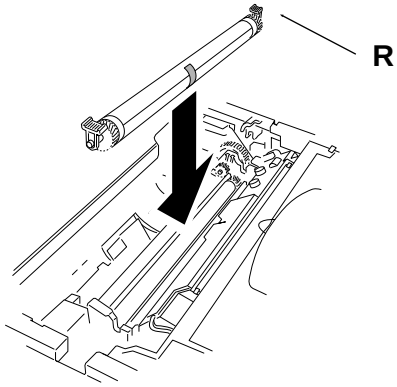
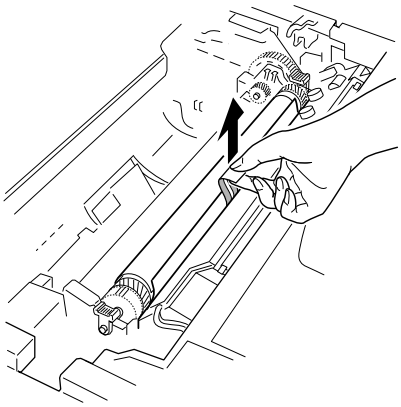
4. Remove the old the photoconductor.



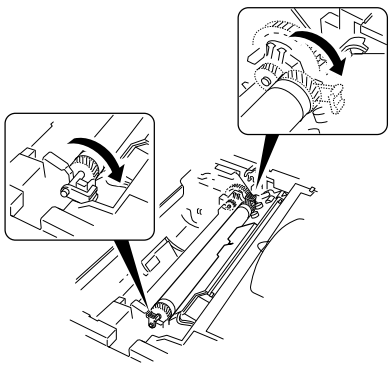
5. Place the photoconductor in the machine. Pay attention to the green knob. One of them is marked "R" for right side.



6.Remove the black sheet as shown in the lower picture.



7. Turn the green levers to lock the photoconductor in place.
Caution: Never touch the surface of the photoconductor (Green drum).



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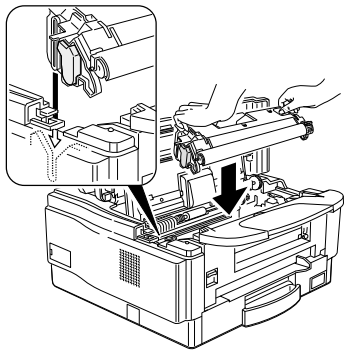
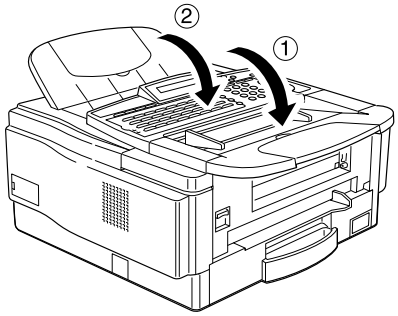
8. Replace the toner cassette.
   Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



9. Close the upper cover and the scanner.



After you replace the photoconductor, reset the counter for photoconductor inside the machine.

1. The display is shown as opposite.

```
REPLACE PC ▼
SET DOC. OR DIAL NO.
```

2. Press ▼.

```
                Y/N
REPLACE PC?
```

3. Press **Yes**.
   The counter resets.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```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SOLVING PROBLEMS

Caution: Do not attempt to make any repairs other than those described in this manual. Removing covers may expose you to dangerous voltages and other risks. Refer all servicing to qualified personnel.

CHECK THE INDICATORS AND DISPLAY PANEL

Check Display indicator lights if there are any problems. Check the description in the display.

DOCUMENT JAMS

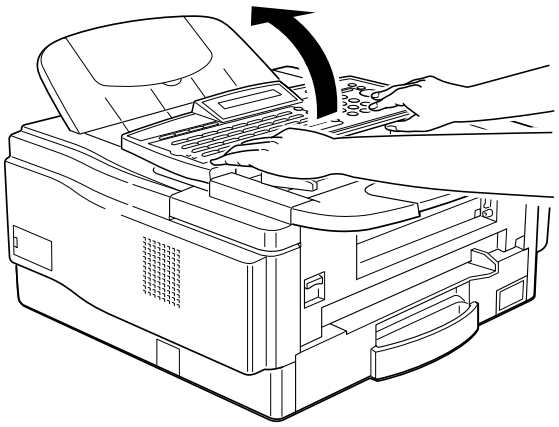
Clearing a Document Jam

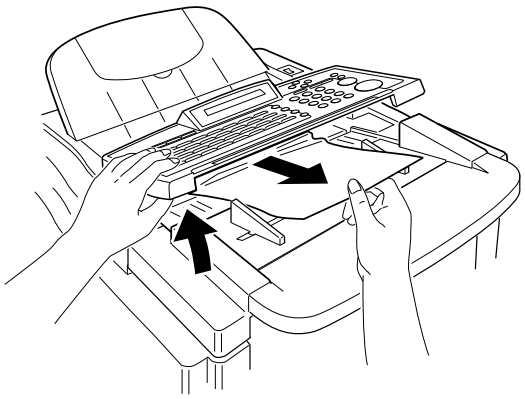
If CLEAR ORIGINAL appears in the display:

- ❒ There is a document jammed in the feeder. Remove the jammed document and repeat the transmission procedure.
- ❒ The document may be longer than the maximum limit (see Recommended Types of Document, page 56).

1. Pull up and open the operation panel.

2. Carefully take out the jammed original. Do not leave any pieces inside. Then close the scanner.





A defective or unrecommended document type may cause a jam. See pages 56 and 57.

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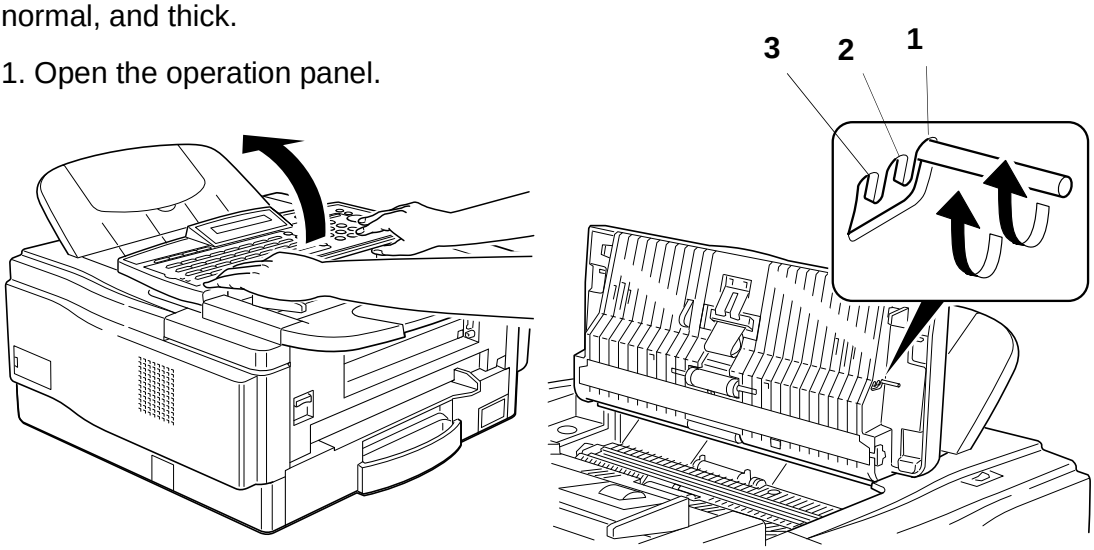
Adjusting the Document Feeder

Depending on the thickness of the paper, three settings can be selected; thin, normal, and thick.

1. Open the operation panel.



2. To meet the paper type to be scanned, adjust the lever position as shown in the following table.

Paper Thickness	Pressure	Position
Thin	Low	1
Normal	Normal	2
Thick	High	3

To correct document feed problems, adjust the lever position as shown in the following.

Problem	Position
Multi-feed Thin sheet	1
Multi-feed Thin sheet	3
Feed Jam	1
Non-feed	3

Note: In a new machine the setting is middle position.

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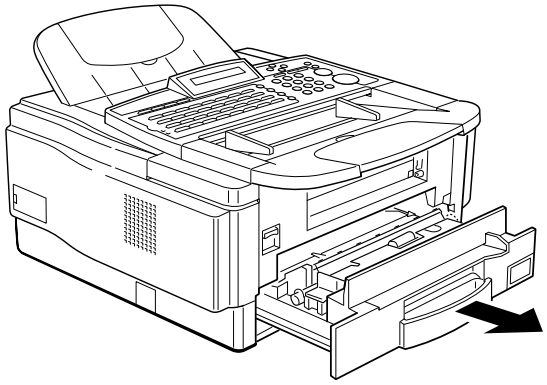
COPY JAMS

If the CLEAR COPY appears in the display, there is a copy jam.

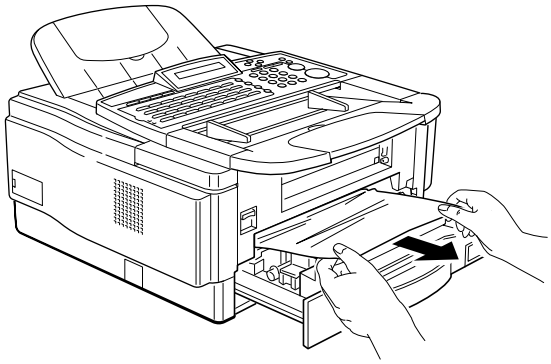
There are three possible locations:
- ❒ Cassette entrance
- ❒ Inside the machine
- ❒ Copy feed-out area

Cassette Entrance

1. Pull open the cassette.



2. Gently pull out the misfed paper.
   Do not leave any pieces inside.



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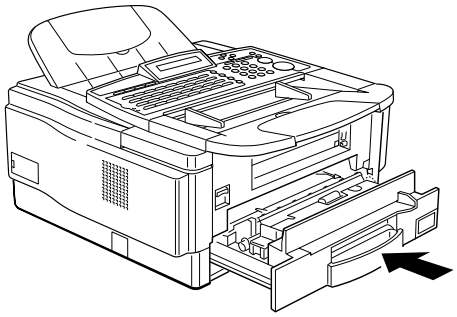
3. Replace the cassette.



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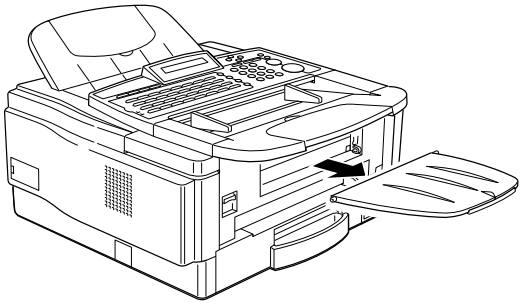
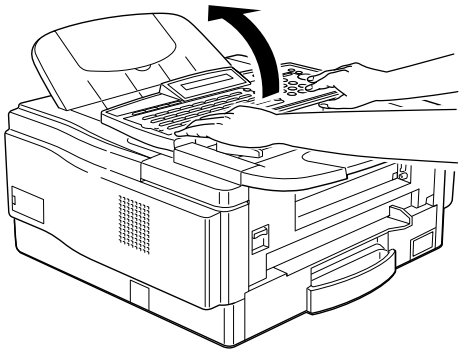
Developing area or inside the machine

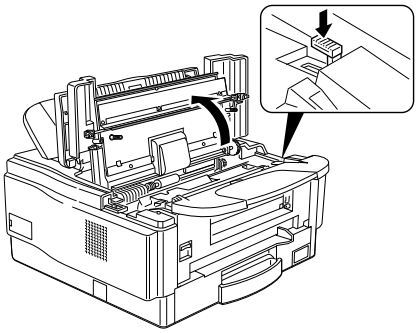
1. Remove the copy tray.



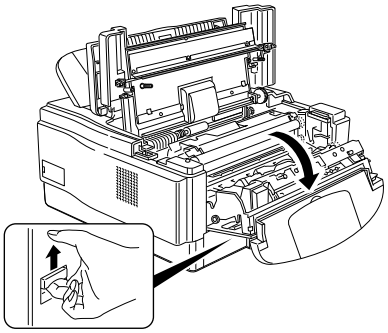
2. Pull up and open the operation panel.



3. Open the upper cover.



4. Open the front cover.



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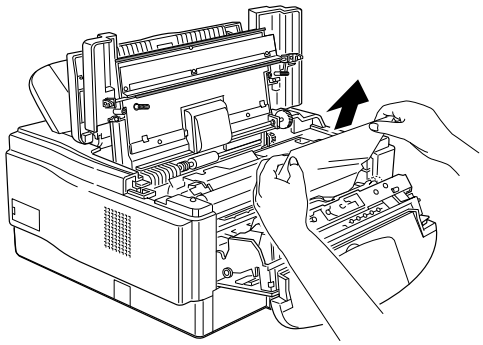
5. Pull out the jammed paper carefully.

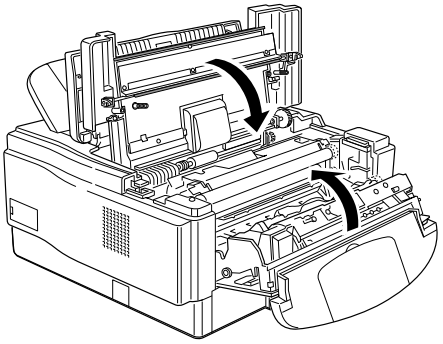


CAUTIONS:

- ❒ Do not touch the fusing unit . It may be hot.
- ❒ Do not touch the photoconductor drum.

Any toner on the paper will not be fixed to the paper. Be careful not to get your hands or clothing dirty.

6. Close the front cover and the upper cover.



7. Close the operation panel.

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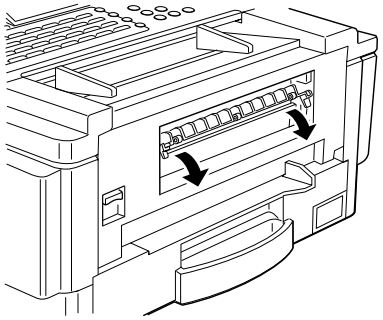
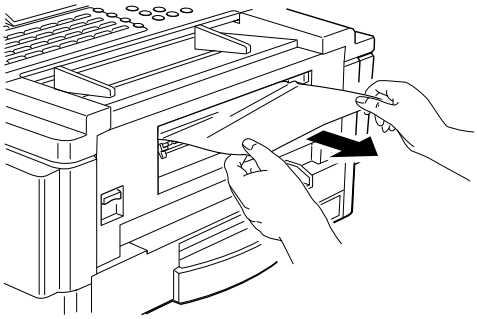
Copy Exit Area

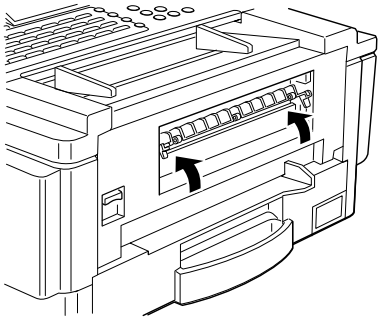
1. Open the copy exit cover.



2. Gently pulled the jammed paper.



3. Close the copy exit cover.



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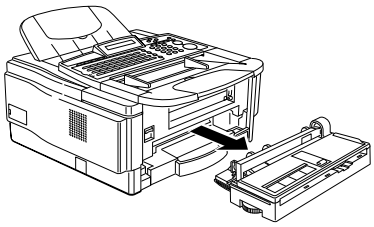
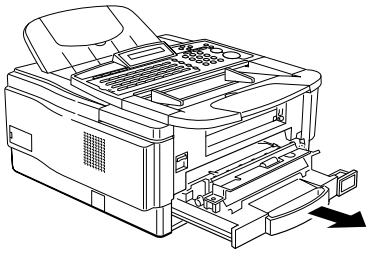
Copy Jams When You Use the Optional Removable Cassette (Cassette Area)

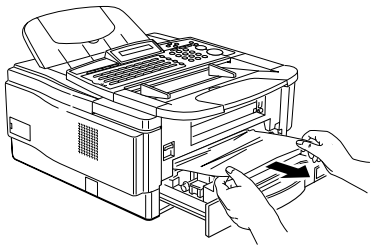
1. Remove the removable cassette.



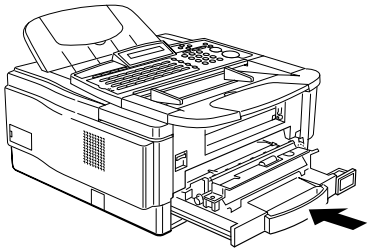
2. Pull out the cassette.



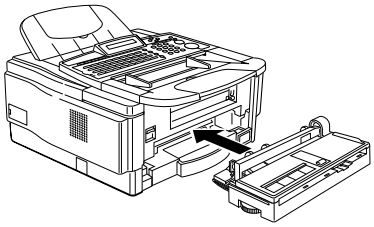
3. Gently pull out the misfed paper.
   Do not leave any pieces inside.



4. Replace the cassette.



5. Replace the removable cassette.



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COMMUNICATION PROBLEMS

If the ERROR PRESS STOP KEY appears in the display:

Press **Stop**.

❒ A poor line caused the communication to fail.
❒ The line is busy or noisy. Try to retransmit.
❒ The other machine is out of order.
❒ Ask the other party to check their machine.

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OPERATING DIFFICULTIES

Problem	Required Action
STANDBY MODE	
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? ➢ Plug it in firmly
SET DOC. OR DIAL NO is not displayed.	Switch the power on. ➢ If the Power indicator does not light, check that the power cord is plugged in.
The display does not show the Ready condition, or the machine stops during an operation.	Does CLEAR ORIGINAL or CLEAR COPY appear in the display ? ➢ Clear the misfed paper. See pages 199 and 201.
	Does ADD PAPER appear in the display? ➢ Load paper into the paper tray. See page 181.
	Does CLOSE COVER appear in the display? ➢ Close all cover.
	Is the Add Toner indicator on? ➢ Load a new toner cartridge. See page 182.
TRANSMISSION	
The original is not pulled into the auto docment feeder.	You did not feed the document far enough into the feeder. ➢ Insert the document into the feeder until it stops. Retransmit.
	Do user maintenance, especially rollers [A] and [F] (see page 188). ➢ If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 200).
	The telephone line is disconnected. ➢ Check that the line is connected properly.
	The telephone line type setting is incorrect. ➢ Check the telephone line type setting (see page 41).
	The dialed number does not contain an access code or a pause. ➢ Include the access number and a pause before the telephone number.
	The dialed number did not have enough pauses between the access number and the telephone number. ➢ Try adding more pauses after the access code.

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Problem	Action Required
Fequent original misfeeds	**Multifeeds**
	Incorrect positioning of originals ➢ Put the document in the feeder correctly. See page 60.
	Incorrect alignment of originals ➢ Align the edges of the document. See page 60.
	Curled pages ➢ Flatten the document. See page 57.
	Incorrect document type ➢ Use a proper document type. See page 57.
	Mixed document types ➢ The pages must all be of the same type.
	Static electricity on the originals ➢ Shuffle the document. See page 60.
	User maintenance is needed ➢ Do user maintenance, especially roller [A]. See page 188.
	The document feeder is not adjusted correctly. ➢ Adjust the auto document feeder. See page 200.
	Non-feeds
	Copier silicone oil on the originals ➢ Wait a few minutes, then try again.
	Incorrect alignment of originals ➢ Align the edges of the document. See page 60.
	Curled pages ➢ Flatten the document. See page 57.
	Incorrect document type ➢ Use a proper document type. See page 57.
	More than 30 pages in the feeder ➢ Do not place more than 30 pages in the automatic document feeder at once.
	User maintenance is needed ➢ Do user maintenance, especially rollers [A] and [E]. See page 188.
	The document feeder is not adjusted correctly. ➢ Adjust the auto document feeder. See page 200.

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Transmission cannot take place; CLEAR ORIGINAL appears.	The document is jammed in the feeder. ➢ Remove the jammed document (see page 199) and repeat the transmission procedure.
	The document may be longer than the maximum limit (see page 56). ➢ Make sure that none of your originals exceed this limit.
	Do user maintenance, especially rollers [A] and [F] (see page 188). ➢ If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 200).
Transmission cannot take place; the Line Fail indicator blinks. **Note:** Before taking action, wait until the Communicating indicator goes out, then press the **Stop** key.	The other machine is out of order. ➢ Check the error report. ➢ Ask the other party to check their machine and correct the fault.
	The line is busy or noisy. ➢ Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal Consistent poor image quality when communicating with a particular terminal	There are some bad lines between you and that other terminal. ➢ Store that terminal's number as a Quick Dial Key or Speed Dial Code. Then call a service technician. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in Manual Receive mode. ➢ Change to Auto Receive mode (see page 82).
	Power is switched off. ➢ Switch the power on.
RECEPTION/COPYING	
No printout; the Add Paper indicator is lit.	The cassettes are empty. ➢ Add paper (see page 181).
No printout; CLEAR COPY appears.	The printer has jammed. ➢ Clear the jam (see page 201).
Copies appear dirty.	Does the original have a gray or colored background? ➢ Select the Lighten contrast setting.
Copies are too light.	Does the original have a low contrast image? ➢ Select the Darken contrast setting.
Copies are blank.	The original must be placed face down in the document feeder ➢ Position the original correctly. See page 60.

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Copy paper mIsfeeds occur frequently.	Is the proper paper in the paper tray? ➢ Paper size and weight must be within the standards set for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? ➢ Always use dry, undamaged paper.
	Is the paper set properly in the paper tray? ➢ Always load paper correctly. See page 181. Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.
	Are there any pieces of misfed paper or other foreign objects in the machine? ➢ Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? ➢ Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The exposure glass is dirty. ➢ Clean the exposure glass (see page 177).
	Do user maintenance, especially glass [E] (see page 188).
TELEPHONING	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. ➢ Change to Manual Receive mode (see page 82).
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. ➢ Connect the modular cord (see page 28).
POLLING	
Dialing took place, but polling could not.	ID Codes do not match. ➢ Contact the person at the other end and make sure that the ID Codes are the same before trying the communication again.

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DISPLAYED ERROR MESSAGES

The following messages may appear while you are operating or programming the machine.

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten-key pad or the handset.
NO FILE EXISTS	No polling reception operations have been programmed.
	There are no messages in memory waiting for transmission.
	There are no messages in memory waiting to be polled.
	Incorrect file number. Check the file number and try again.
TOO MANY DEST.	The memory cannot hold any more telephone numbers. Either: Delete some numbers then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
USED AS PROGRAM	This Quick Dial Key has a Keystroke Program stored in it.
USED AS DIAL	This Quick Dial Key has a telephone number stored in it.
USED AS AUTO DOC.	This Quick Dial Key has a Auto Document
USED AS TONE KEY	This Quick Dial Key is programmed as Tone Key.
USED AS GROUP KEY	This Quick Dial Key is programmed as Group Key
NOT PROGRAMMED	Either: This Quick Dial Key or Speed Dial Code does not contain a number. This Quick Dial Key does not contain a Keystroke Program.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
PLEASE SET PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
ADD TONER	The toner cartridge is empty. Install a new cartridge.
CLEAR ORIGINAL	A document is jammed in the feeder.
CLEAR COPY	Paper is jammed in the printer.
CLOSE COVER	A cover is not closed properly. Check that all covers are closed.
UNABLE USE PRINTER	Machine cannot print a list/file, because the heater is not warm enough or plotter is not ready.
SERVICE CALL - H	Machine is out of order. Contact your service representative.

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ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, crosstalk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service technician.

Note: When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party does not have the confidential or transfer function. The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.
0-70	There is a problem with the network or with the machine at the other end.
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00

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Code	Possible Cause
2-xx	Possible fault in your machine
4-00	The page took too long to send. Send again at a lower resolution, or without halftone. The line may be bad.
4-01	There is a bad line. The telephone line at the rear of the machine may be disconnected.
4-02	The received page was too long.
4-10	ID codes did not match. Co-ordinate ID codes with the other party.
5-20 5-21	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-25	Your machine has a problem.
6-01 6-02	Poor line condition or a problem with your machine
6-05	Poor line condition, a problem with the machine at the other end, or a problem with your machine
6-06	A problem with the machine at the other end, or a problem with your machine
6-08	A problem with the machine at the other end
6-09 6-10	A problem with the machine at the other end, or a problem with your machine
9-07	Copy jam at the cassette entrance (first, or top, paper feed station)
9-08	Copy jam inside the machine (first, or top, paper feed station)
9-09	Copy jam at the feed-out area
9-17 9-20 9-22 9-23 9-24	There is a problem with your printer.

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CALLING THE SERVICE STATION

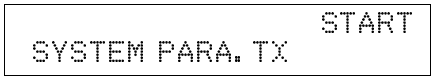
The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit.

Service Report Transmission is available when the fax number of the service representative has been programmed.

Sending a Service Report

When you need to send a service report, do the following.

1. **Function 6 2 2 2 2 7 3** and **Yes**.



2. **Start**.
   The fax number which the service technician entered appears.

If the transmission was not successful, the machine will not redial. You must repeat the operation.

Program your machine's own telephone number in order that your service representative identify the sender of the service report. (Function 61 : see page 92 .)

DEDICATED TRANSMISSION PARAMETERS

If you often encounter problems when transmitting to a certain address, program that address into a Quick Dial Key or Speed Dial Code.

Then contact a service technician, describe the problem, and tell them which Speed Dial or Quick Dial you have stored the number in.

The technician can instruct the machine to use different transmission parameters whenever you select that Speed Dial/Quick Dial.

If you reprogram the Speed/Quick Dial, be sure to inform your service technician.

Cross-references
Quick Dial and Speed Dial: see page 42.

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SPECIFICATIONS

Dimensions:	18.7" x 18.1" x 9.4" (W x D x H) Excluding trays, handset, and optional kits.
Weight:	37.1 lbs Excluding the toner cassette, trays and printer paper.
Power Supply:	115 Vac, 60 Hz; single phase
Maximum Power Consumption:	Standby: Minimum - 2W, Normal -20 W Transmission: 25 W Reception: 210 W Copying: 270 W
Acceptable Document Dimensions:	Width: 5.8" to 12.0" (8.5" maximum scanning width) Length: 4.1" to 47.2" Thickness: 2 to 8 mils (20 lb bond paper)
ADF Capacity:	30 sheets (using 20 lb paper)
Cassette Capacity:	Cassette: 250 sheets Optional Paper Cassette (Removable Cassette): 100 sheets
Memory Capacity:	Base machine: 19 pages With 2 Mbyte memory: 186 pages With 4 Mbyte memory: 350 pages Measured using a ITU-T #1 chart (Slerexe letter) at standard resolution
Resolution:	Standard: 200 x 100 dpi Detail: 200 x 200 dpi Fine: 200 x 400 dpi
Transmission Speed:	9 seconds at 9,600 bps (G3 ECM) for a ITU-T #1 test document (Slerexe letter) by memory using standard resolution
Compatibility:	G3
Paper Size:	Cassettes: Letter, Legal (Option) Optional Removable Cassette: Letter, Legal Manual Feed: Width 7.5" to 8.5" Length 5.5" to 14.0"
Maximum Printing Width:	8.1"
Maximum Printing Speed	10 pages/minute (Letter)

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GLOSSARY

ADF (Automatic Document Feeder):
A device which feeds the pages of a multipage document one at a time, in the order that you arranged the pages in the stack.

Batch Numbering (Page Count):
This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with p1/3 printed on one and p2/3 on the other, you have just received a three-page document but page 3 didn't make it.

BPS (Bits Per Second):
This is the data communication rate. In G3 mode, your fax terminal digitizes documents, transforming them into 'bits' - binary digits - (an average page will produce about 200,000 of them), and then sends them out at a top speed of 9,600 to 14,400 bps, depending on the model.

Broadcasting:
In G3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

CCITT
Consultative Committee for International Telephone and Telegraph. This committee sets international standards for communication.

Communication:
Transmission or reception.

Copy:
When used as a noun, this refers to a printout, either in copy mode or receive mode

Country Code:
In international dialing, this is the code that directs the call to the country where the terminal that you wish to send to is located.

CSI:
Called Subscriber Identification. ☞ page 38.

Default Setting:
See "Factory Setting".

Dial Pulses:
These are dialing signals that your terminal sends out if it uses pulse dialing (☞ page 41).

Document:
This is the original page or set of pages that you wish to send.

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DPI (Dots Per Inch), or l/mm (Lines Per Millimeter):
This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" x 11" page is broken down into about 1,728,000 dots if standard resolution is used. (Digital compression techniques for G3 convert these into about 200,000 bits.)

ECM (Error Correction Mode): This is signaling method that is designed to eliminate transmission errors on even the noisiest of telephone lines. See page .

EFC:
This is a proprietary digital data compression technique. It shortens the time for sending a page.

Factory Setting:
The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine. It can also referred to as "Default Setting".

File:
☞ Memory File, Polling File.

Group 3:
This is an internationally-agreed signaling and data transfer method used for facsimile communication (approved by CCITT). It is also known as G3.

Handset:
This is the telephone that is connected to the jack marked "TEL".

Home Position:
Some of your machine's features can be adjusted. The home position is the setting to which the machine always returns at the end of an operation.

International Dialing Code:
This is the code that must be dialed at the beginning of the number if the destination is outside your country.

Memory File:
This is a document stored in the SAF memory (see the next page) and the instructions (destinations, time of transmission) for sending that document.

Modem:
Acronym for modulator/demodulator. A device that transforms a digital signal into a form suitable for transmission over the telephone network.

Original:
Same as "Document".

Page Retransmission:
If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM. (ECM is a more effective data retransmission method.)

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Polling File:
This is a set of instructions (destinations to be polled, time of polling) for polling reception.

Pulse Dialing:
This method of dialing uses a string of pulses to represent each dialed digit.

Reception:
The act of receiving a document.

Reduction:
If your document is wider than the paper available in the other terminal, your terminal will automatically reduce it so that it will fit.

Remote Terminal:
The facsimile terminal that you are sending to or receiving from.

RTI:
Remote Terminal Identification. ☞ page 38.

Sending:
Same as "Transmission", see below.

Standby Mode:
The terminal is said to be in standby mode when it is idle.

Terminal:
A facsimile terminal, such as your machine.

Tone Dialing:
This method of dialing uses a tone to represent each dialed digit.

Transmission:
The act of sending a document.

TTI:
Transmit Terminal Identification. ☞ page 38.

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OFFICIAL NOTICE TO USERS

USA

FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The department does not guarantee the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The standard connecting arrangement code for this equipment is CA11A.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination of a loop may consist of any combination of devices subject only to the requirement that the sum of the load numbers of all the devices does not exceed 100.

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21	Erasing Memory Files	159
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32	Programming Speed Dial/ Printing the Speed Dial List	46
33	Programming Group Dial/ Printing the Group Dial List	50
34	Keystroke Programs: Labelling and Erasing	98, 100
35	Auto Documents: Labelling and Erasing	104, 106
36	Entering Printer Mode ★★	167
41	Printing TCR	178
42	Printing the File List	178
43	Printing the Quick Dial, Speed Dial and Group Dial List	179
44	Printing the Program List	179
51	Printing the Contents of a Memory File	160
52	Printing the Contents of a Polling File	160
53	Printing an Auto Document	105
54	Printing a Confidential Message ★	122
55	Printing from Memory Lock ★	127
Function 61 and above can only be used after a password has been entered.		
61	System Set up: Your Fax Terminal's Telephone Number, ID Code, Confidential ID ★, Memory Lock ID ★, RTI, TTI and CSI	38, 92, 94, 122, 125
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93	Selecting the Language on the Display and Reports	36
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★: Feature Expander Required, ★★: Printer Interface Required

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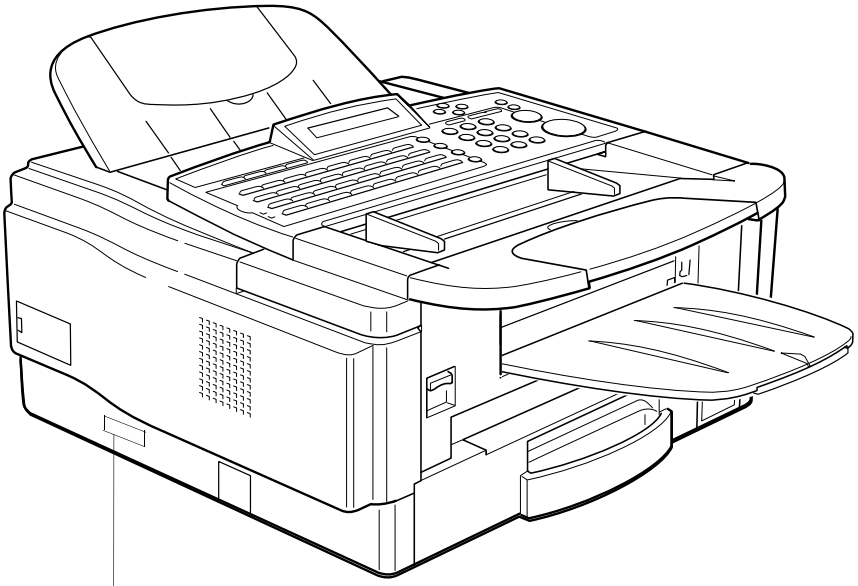
CERTIFICATION LABEL



Certification Label

RICOH UNITECHNO CO., LTD. 713 TSURUGASONE YASHIO-SHI SAITAMA-KEN JAPAN.	Complies with FDA radiation performance standards, 21 CFR Subchapter J.
MANUFACTURED:	PPC2100S HS

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SUPPLIES

CAUTION: Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

TONER CASSETTES

❒ RICOH TONER CASSETTE TYPE 100 or RICOH TONER CASSETTE TYPE 150 is recommended for the best performance.

STAMP

❒ MARKER TYPE 30 is recommended for the best performance.

PHOTOCONDUCTOR

❒ RICOH PHOTOCONDUCTOR TYPE 100 is recommended for the best performance.

RICOH

Headquarters: Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006. 201-882-2000
U.S. Government Marketing: Ricoh Corporation, 1700 N. Moore Street, Suite 1200, Arlington, VA 22209. 703-525-3234
Ricoh Company Ltd., 15-5, Minami-Aoyama 1-Chome, Minato-ku, Tokyo 107, Japan

US Part No. H5168600F Printed in Japan

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Quick Reference Card

Function List: To access the functions below, press the function key, then enter the function's number.

No	Function
11	Polling Reception
12	Confidential Transmission
13	Transfer Request
14	Secured polling Transmission
15	Free Polling Transmission
21	Erasing Memory Files
22	Erasing Polling Reception Files
23	Erasing Polling Transmission Files
31	Programming Quick Dial/ Printing the Quick Dial List
32	Programming Speed Dial/ Printing the Speed Dial List
33	Programming Groups /Printing the Group Dial List
34	Keystroke Programs and Function Programs: Labeling and Erasing
35	Auto Documents: Labrelling and Erasing
36	Entering Printer Mode**
41	Printing the TCR/On-Screen Communication Result Display
42	Printing the File List
43	Printing the Quick/Speed/Group Dial List
44	Printing the Program List
51	Printing a content of a Memory File
52	Printing a contents of a Polling File
53	Printing as Auto Document
54	Printing Confidential Message*
55	Printing from Memory Lock*

No	Function
	Function 60 and above can only be used after a possword has been entered.
61	System Set-up: your Fax Terminal's Telephone number,, ID Code, Confidential ID*, Memory Lock ID*, RTI, TTI, CSI
62	On/Off Switches
63	Programming the User Parameters/ Printing the User Parameter List
71	Programming Night Timer
72	Programming Personal Codes/ Printing the Personal Code List
73	Sending the Service Report
81	Programming Special Terminals
82	Programming Forwarding *
83	Programming Multi-Copy *
91	Programming the Date and Time
92	Programming the Speaker and Buzzer Volume
93	Selecting the Language on the Display and Reports
94	Checking the Counters

*: Feature Expander required.

**: Printer Interface Required

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Basic transmission procedure

	Memory Transmission	Immediate Tranmission
1	Make sure that the machine is in standby mode.	
2	Check that the Memory indicator is lit. If it is not lit, press **MEMORY**	Check that the Memory indicator is not Lit. If it is lit, press **MEMORY**
3	Carefully place the document in the feeder.	
4	Select the contrast and resolusion (and halftone if neccessary)	
5	You may select one or more of the following options. To select an option, press the right arrow on the scroll key, then press one of the following combinations of keys. Personal Code Send Later TRD * Page Count TTI On/ Off	
6	Enter the telephone number in one of the following ways	
	Quick Dial Speed Dial Group Dial Ten Key Pad Handset On Hook Dial	Quick Dial Speed Dial Ten Key Pad Handset On Hook Dial
7	Press **YES**	Press **START**
8	Either:Dial another number go to step 6. then Press **Start**. To dial another number, go to step 6. Otherwise, press **Start**.	
9	The machine stores your meesage in memory, then sends it to each terminal in sequence.	The machine dials, then your message is fed, scanned, and sent to the other terminal.

*: Feature Expander Required

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Programming

	Quick Dial	Speed Dial
1	**Function 31 Yes**	**Function 32 Yes**
2	Press the **Quick Dial Key** that you wish to program	input the **Speed Dial Code** that you wish to program
3	Enter the telephone number with the Ten key pad	
4	Press **Yes**	
5	Input a label using Quick Dial Key, then Press **Yes** or Do not program a label Press **NO**.	
6	Press **Function** to finish	

Key Stroke Program

1. Make sure that the machine is in Standby Mode.
2. Place a sheet of paper in the feeder.
3. Select all required features and telephone numbers as you would normally do.
4. Press the Quick Dial key that you wish to store the program in.
5. Press **Yes**

Copying

1. Press **Copy**
2. Place your original in the feeder.
3. Input the number of copies you need.
4. Press **Start**

Clear File From Memory

1. Memory Transmission **Function 21 Yes**
   Polling Reception **Function 22 Yes**
   Polling Transmission **Function 23 Yes**
2. Input the file number.If you do not know the file number, print a list of files or press the right arrow until the required file appears
3. Press **YES** (X 2)
4. **Function**

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REPORT

Automatically Printed Report	SETTINGS	
	ON/OFF	DEFAULT
Confidential File Report	User Parameter Switch 04 digit 0*	ON
Communication Failure Report		NOTE
Error Report	Contact Service Technician	ON
Memory Storage Report	User Parameter Switch 03 digit 2	OFF
Polling Result Report	User Parameter Switch 03, digit 4	ON
Polling Reserve Report	User Parameter Switch 03, digit 3	OFF
Polling Clear Report	User Parameter Switch 03, digit 6	ON
Power Failure Report		
TCR	User Parameter Switch 03, digit 7	ON
Transmission Result Report (Memory Transmission)	User Parameter Switch 03, digit 0	ON
Transfer Request report		ON

*: Feature Expander required.

[NOTE] If the Transmission Result Report is switched off, a Communication Failure Report will be printed when a comunication fails.

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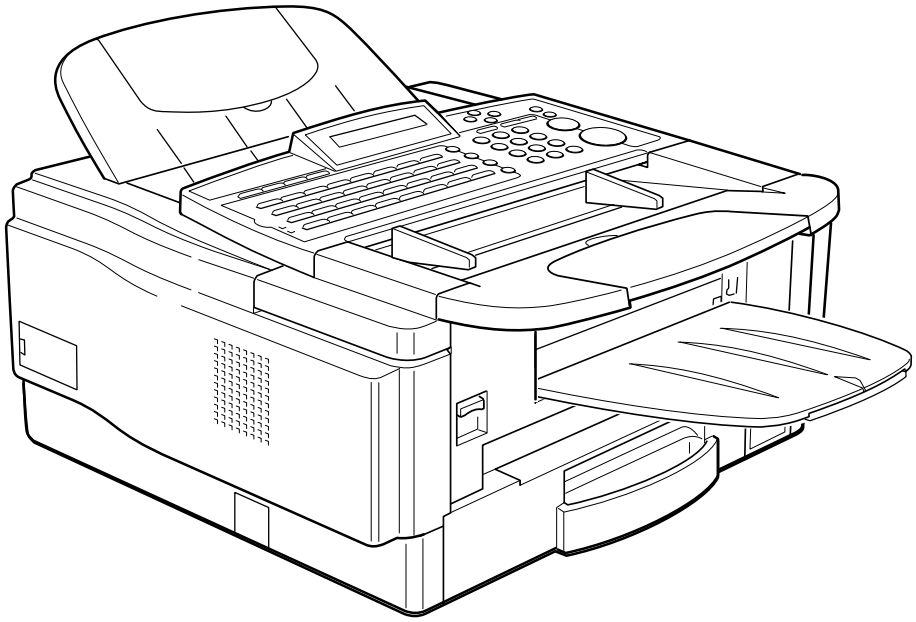
RICOH

OPERATOR'S MANUAL

RICOH FAX3700L



Please read all of these instructions and keep this manual by your machine.

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Optional Equipment

Memory (FEATURE EXPANDER TYPE 100 2M, FEATURE EXPANDER TYPE 100 4M)
Either a 2-Mbyte memory card or a 4-Mbyte memory card can be added.

PC Printer Interface Kit (PRINTER INTERFACE TYPE 100)
This allows you to use the machine as a laser printer for an IBM[1] or compatible personal computer.

Telephone Handset (HANDSET TYPE 100)
This permits voice communication (over the PSTN).

PC-FAX EXPANDER TYPE 100
This allows use of this machine as a scanner, PC Fax modem and convenient 200dpi printer.

PAPER CASSETTE TYPE 100
This gives this machine additional 100 sheet paper capacity withe single sheet by pass.

PAPER FEED UNIT TYPE140F
500 sheet paper feed unit can be added to the base machine.

COUNTER TYPE 100

[1]Copyright Notice
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US

WARNING: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

✯ **CAUTION:** Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

ENERGY SAVING INFORMATION

As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power (Energy Saver) mode and Night Timer. Please see applicable sections of operating manual for details.

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Notice about the Telephone Consumer Protection Act (Valid in the USA only)

Attention please!

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature.

In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the "Installation and Initial Settings" and/or "Programming" sections. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you

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IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
    A. When the power cord or plug is damaged or frayed.
    B. If liquid has been spilled into the product.
    C. If the product has been exposed to rain or water.
    D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often required extensive work by a qualified technician to restore the product to normal operation.
    E. If the product has been dropped or the cabinet has been damaged.
    F. If the product exhibits a distinct change in performance, indicating a need for service.

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INTRODUCTION

Thank you for purchasing this product. This multi-function office machine offers a wide range of fax, copier, printer, and convenient features.

What Does a Fax Machine Do?

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots that there are across and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the destination fax machine.

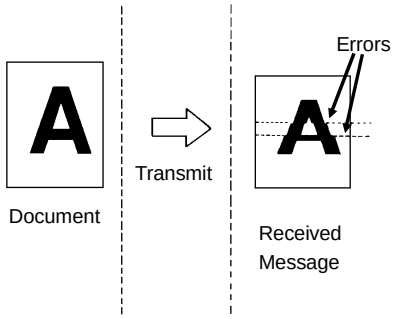
The receiving fax machine reconstructs your letter from the incoming signal, and prints it.

If you are worried about whether the message arrived at the destination, you can check a report called the TCR (Transaction Confirmation Report). When you print this report, you will see the results of the most recent fax communications made by your machine.

You can use your fax machine to send and receive many types of documents, even photographs.

Telephone Line Problems Affect Fax Communication

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in about 6 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.



The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature switched on or off. It is switched on before the machine leaves the factory (refer to page 68 for more information about ECM).

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines. In addition, the quality and condition of switching equipment used by your phone company can affect fax communication.

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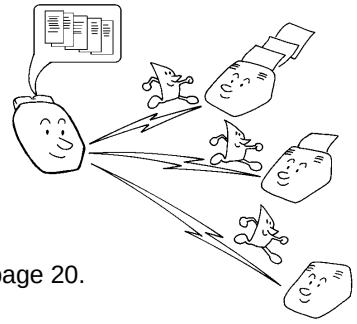
SOME OF THE THINGS THAT THIS MACHINE CAN DO

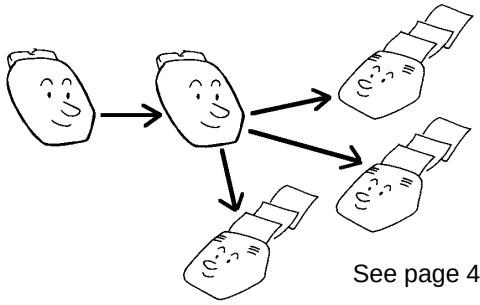
This machine has many features. Here is a sample of what the machine can do.

Sending a Fax to More Than One Location



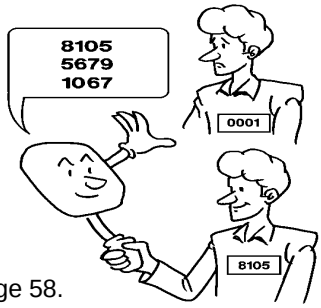
See page 20.

Network Feature (Transfer Request)



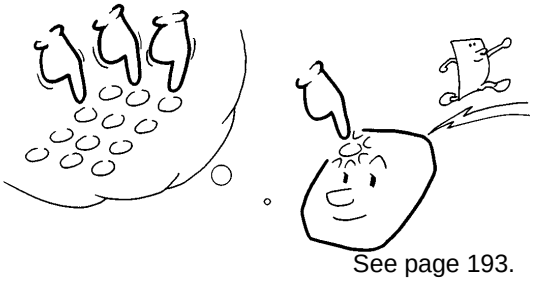
See page 44.

Restricting Access to the Machine



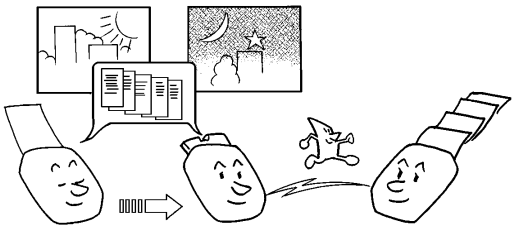
See page 58.

Quick Dial, Speed Dial, and Group Dial



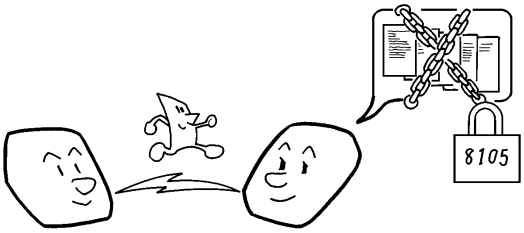
See page 193.

Sending a Fax Later



See page 29.

Confidential Communication



See pages 52 and 71.

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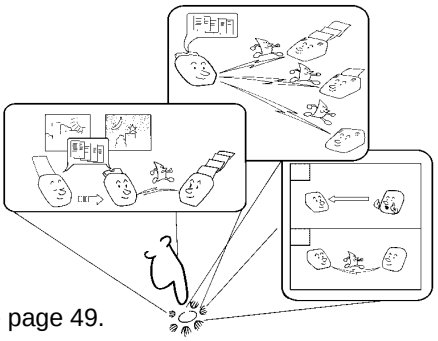
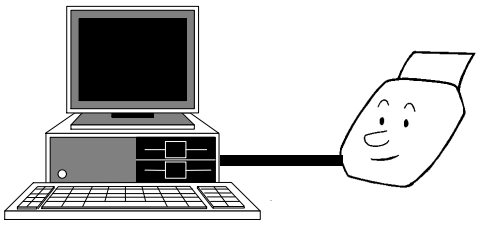
Keystroke Programs



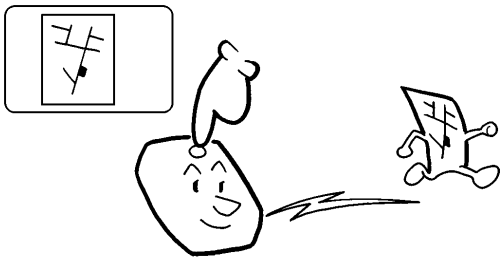
See page 49.

Printer Interface



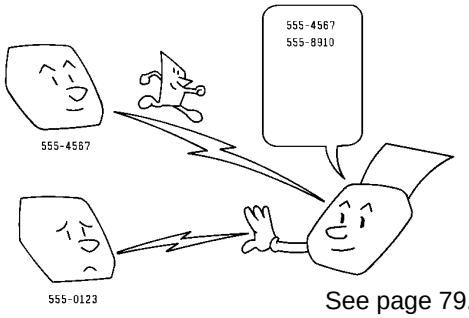
See page 119.

Auto Document (sends a commonly transmitted page with one touch)



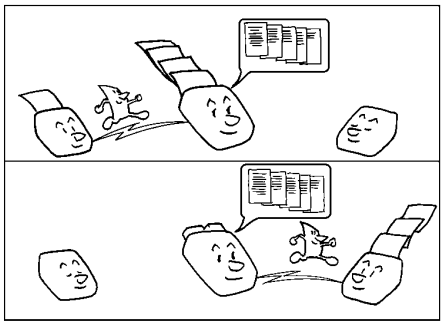
See page 55.

Authorized Reception (cuts out junk fax mail)



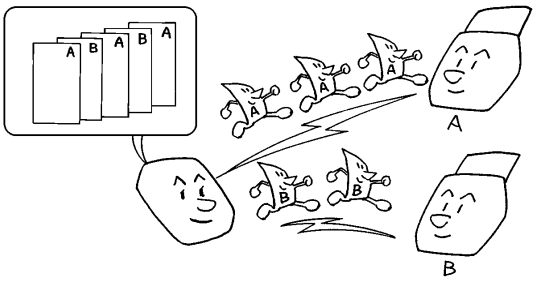
See page 79.

Forwarding



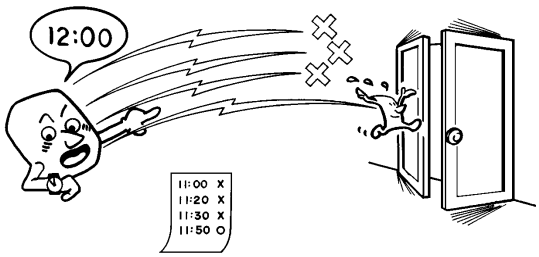
See page 82.

Batch Transmission



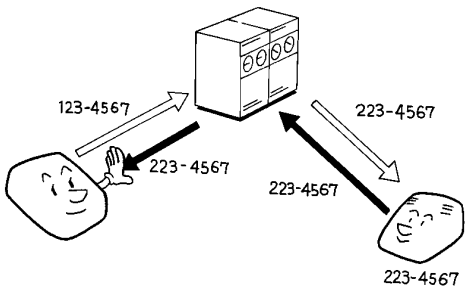
See page 69.

Transmission Deadline



See page 30.

Protection against Wrong Connections



See page 67.

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HOW TO USE THIS MANUAL

MANUAL OVERVIEW

Your facsimile machine is equipped with a wide range of labor-saving and cost-saving features. This manual explains each of these features, and how you can put them to use. Note that the external appearance of the machine in some illustrations may be slightly different from the actual machine.

The manual consists of the following sections.

- ❒ **How to Use this Manual -** This is the section that you are now reading. It contains an overview of the manual and the conventions used by the authors. It also contains quick reference sections on how to input telephone numbers and names, and how to correct errors that you may inadvertently make when operating the machine.
- ❒ **General Precautions -** This section lists precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
- ❒ **Guide to Components -** This contains a diagram that shows where the main components of your machine are situated.
- ❒ **Operation Panel -** This describes the functions of the various buttons and indicators that are on your machine's operation panel.
- ❒ **Routine Operation -** This section describes the features and settings that you will normally be using every day.
- ❒ **Advanced Features -** This section explains how to take advantage of the special features of your fax machine, including how to set up networks for economical distribution of fax messages over long distances.
- ❒ **Reports -** This section explains the reports that the machine generates.
- ❒ **Looking After the Machine -** This section shows you what to do when consumable supplies run out. The user maintenance procedure in this section should be done every six months if you want to keep your machine in top condition.
- ❒ **Solving Problems -** If your machine cannot communicate, or if it generates error codes or experiences paper jams, refer to this section. Many routine problems can be solved without a service call.
- ❒ **Specifications -** This is a list of technical capabilities of your machine.
- ❒ **Technical Reference -** Inputting characters, setting up the user switches, specifications and other technical information.
- ❒ **Appendix A (Installing the Machine) -** The best place to install your machine is described here. Please also refer to it when you plan to move the machine to another location. It also explains the things you have to do before you can send your fax message, and lists important features that will make faxing more convenient.
- ❒ **Quick Reference Guide** - This indicates how to use this machine at a glance.

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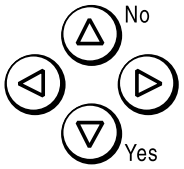
CONVENTIONS

The following conventions were used when writing this manual.

Keynames

These have been printed in a bold typeface.
For example: When you see a command in bold such as "**Start**" means "Press the **Start** key on the operation panel".



On the operation panel, there are four arrow keys (up, down, left, right). This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see ▶ in the manual, you are being asked to press the right-pointing arrow (▶) on the scroll key.

Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

Example A: The keys that can be pressed are shown on the upper right of the display. In this example, you can press **Yes** and ◀ and ▶ on the scroll key.

```
SELECT LANGUAGE Y/◀▶
ENGLISH
```

Example B: The choices of settings for a feature are shown on the screen. The current setting is indicated (it is set to ON). If you press ◀ or ▶ on the scroll key, the setting will be changed to OFF.

```
AUTHORIZED      Y/◀▶
 ON   ▶OFF
```

Example C: The ABC in the upper right of the display indicates that you can input letters using the Quick Dial keys, and ◀ and ▶ on the scroll key.

```
RTI/CSI      ABC
```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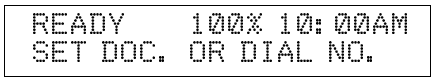
Most procedures start from standby mode, that is, when the display is as shown on the right. The value after "READY" shows how much memory space is remaining.



NOTE: If you start a procedure and do not enter anything at the operation panel for more than 5 minutes, the machine returns to standby mode.

Symbols

The text contains a few symbols that highlight important points or direct you towards other parts of the manual that are related to the feature currently being described.

? indicates a hint (for example, giving a page number where related information can be found).

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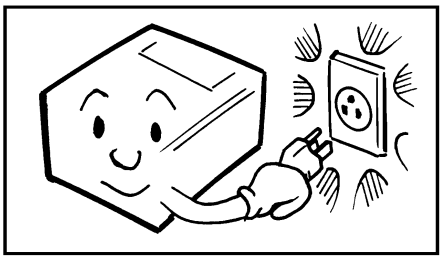
GENERAL PRECAUTIONS

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

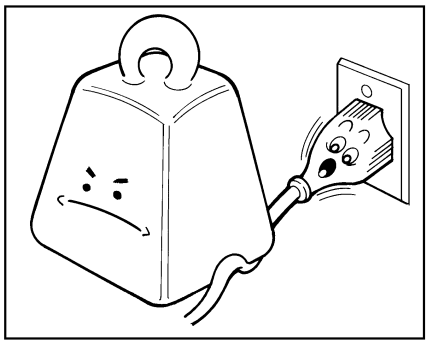
POWER AND GROUNDING

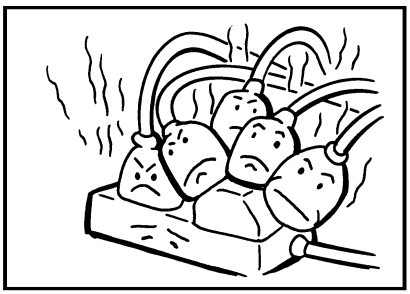
Pay attention to the following.



Power Supply

1. Power requirements: 115 V, 60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible.





Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground plug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

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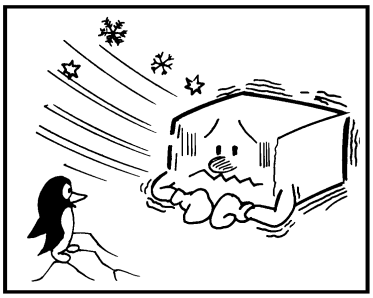
COLD WEATHER POWER-UP

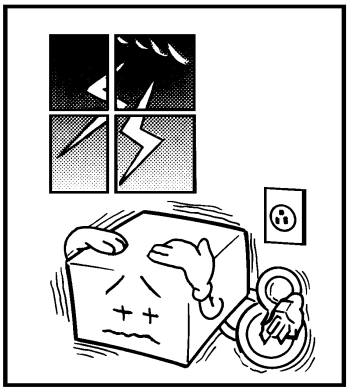


Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

1. Raise the room temperature to 68°F at less than 18°F per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

Do not use the machine near a humidifier.

THUNDERSTORMS



With proper grounding, about 90% of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord.

NOTE:
All fax messages stored in the memory may be erased if power is switched off for more than an hour.

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COPY PAPER

- ❒ 16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used.
- ❒ Do not use damp paper, or copies will be defective.
- ❒ Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- ❒ Keep paper in a vinyl bag if it will not be used for a long time.
- ❒ Store in a cool dry place.
- ❒ Store flat. Do not stand upright.
- ❒ The following materials cannot be used in the paper trays: Post cards, tracing paper, OHP sheets, adhesive labels
- ❒ Do not overload the paper trays.
- ❒ If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

TONER CARTRIDGES

- ❒ Store in a cool, dark place.
- ❒ Never store where they may be exposed to heat.
- ❒ Keep out of the reach of children.
- ❒ Do not eat toner.
- ❒ Do not lay heavy objects on toner cartridges.
- ❒ Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

OPERATING PRECAUTIONS

- ❒ While the machine is in operation, do not turn off the main switch or unplug the power cord.
- ❒ Keep corrosive liquids, such as acid, off the machine.
- ❒ Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- ❒ The fusing unit may be very hot. Be careful when handling it.

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GENERAL

- ❒ Read the Important Safety Information at the front of this manual.
- ❒ Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- ❒ Do not make modifications or replacements other than those mentioned in this manual.
- ❒ When not using the machine for a long period, disconnect the power cord.

OZONE

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

WARNING:

This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

This symbol is attached to some components to alert the user not to touch them, because they may be very hot.

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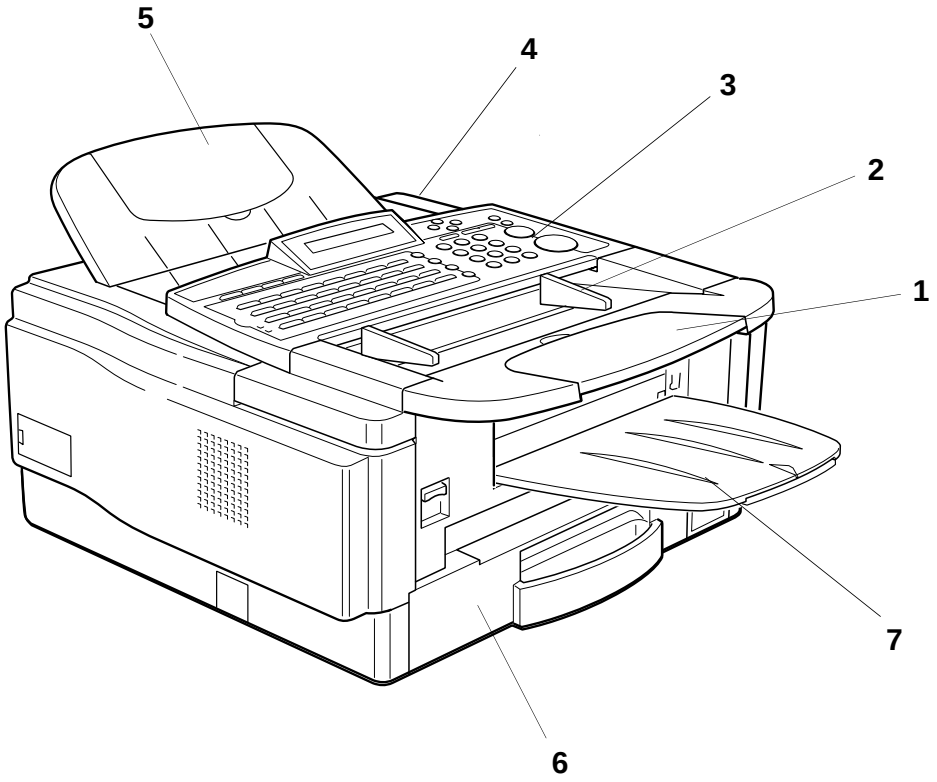
GUIDE TO COMPONENTS

1. MAIN BODY



1	Document Table
2	Document Guide
3	Operation Panel
4	Power Switch
5	Document Tray
6	Paper Cassette
7	Copy Tray

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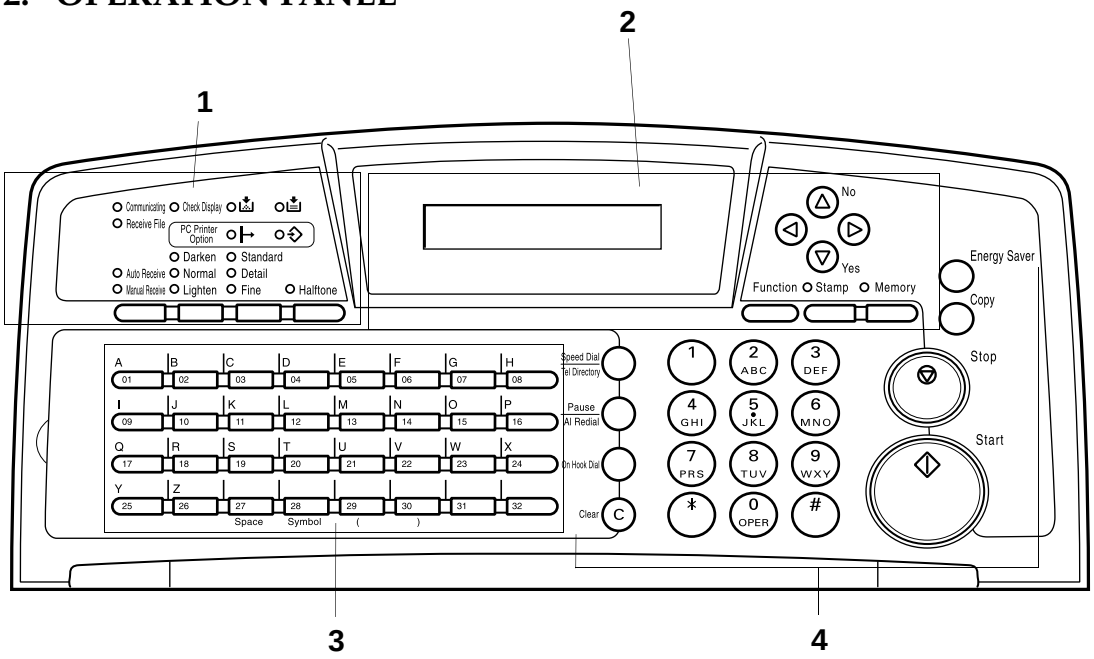
2. OPERATION PANEL



1.		
	Communicating Indicator	Lights when a fax message is being transmitted or received.
	Receive File Indicator	Lights when an incoming message was received into memory. Blinks when a confidential reception file or memory lock file has been stored in the memory.
	Check Display Indicator	Lights when some error occurs. See the instruction that appears on the display.
	Add Toner Indicator	Blinks when the toner cartridge is almost empty, and lights when it is empty.
	Add Paper Indicator	Lights when a cassette is empty.
	PC Printer Option Indicators	These indicators are only used when the optional Printer Interface Kit is installed. See the operation manual for the Printer Interface Kit for full details.
	Reception Mode Selector Key	Press to select Auto Receive or Manual Receive.
	Contrast Selector Key	Press this to select either Darken, Normal or Lighten.
	Resolution Selector Key	Press this to select either Standard, Detail, or Fine transmission mode.
	Halftone Key	Press this to use halftone transmission mode.

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2.	**Display**	Displays prompts, warnings, and selected modes.
	Stamp Key	Press this to enable or disable the stamp feature.
	Function Key	Press to use one of the numbered functions explained in this manual.
	Yes/No Keys	Use to answer questions on the display.
	Scroll Key	When an arrow is shown on the display, use these keys to access the options, items, or functions shown by the arrow. Also use them to move the cursor when programming or editing a displayed item.
	Memory Key	If the indicator above it is lit, your document will be stored before transmission. If it is not lit, your document will be sent immediately without being stored. Press this key to change the mode.
3.	**Quick Dial Keys**	Each of these can be programmed with a telephone number, a group, or a keystroke program. You can also use these keys to enter names and labels such as the RTI and TTI.
4.	**Speed Dial/Tel Directory Key**	Press this to dial using the Speed Dial feature, or the Telephone Directory feature.
	Pause/Al Redial Key	Press this key to insert a pause when dialing or programming a number. Also use it to redial a previously dialled number (the machine remembers the last 10).
	On Hook Dial Key	Press this to dial without picking up the handset.
	Clear Key	Use this as a backspace key during programming.
	Ten Keypad	Use this as a telephone keypad to access user functions, or to enter Speed Dial codes.
	Energy Saver Key	Hold this down for a few seconds to start or end the energy saver mode.
	Copy Key	Press this to copy the document now in the feeder.
	Stop Key	Press this to stop the machine and return it to standby mode.
	Start Key	Press this to start fax communication.

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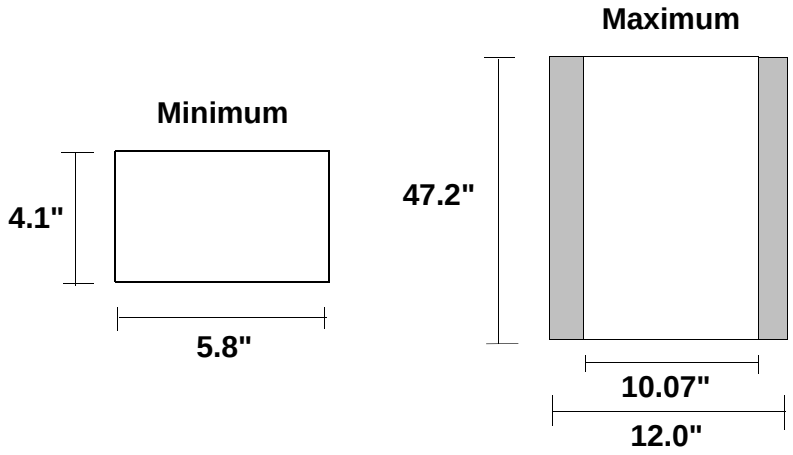
SENDING A FAX MESSAGE

Precautions Concerning Unacceptable Document Types

Before you send your document, make sure that it meets the following requirements.

Caution: Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.

Correct Size for the Document Feeder



* The shaded part ▭ will not be scanned, because it is outside the maximum scanning width range.

Thickness: 2 to 8 mils (20 lb paper)
Length and Width: See the above diagram.
If the page is too short, put it inside a document carrier or enlarge it with a copier.
If the page is too long, divide it into two or more sheets.

Clearly Written
Small faint characters may not be transmitted clearly.

Uniform Page Size
Do not use different sizes of document in the same transmission.

Dry Ink
All ink must be dry before you place the document in the feeder.

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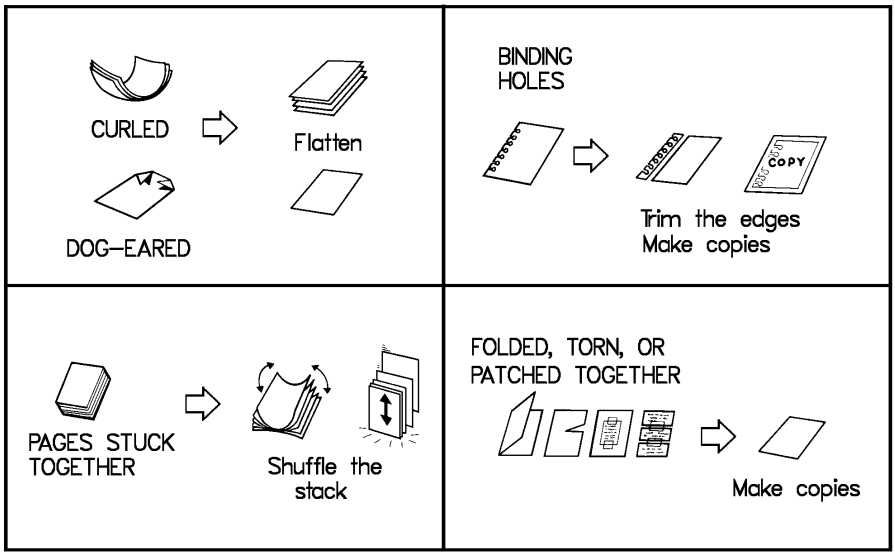
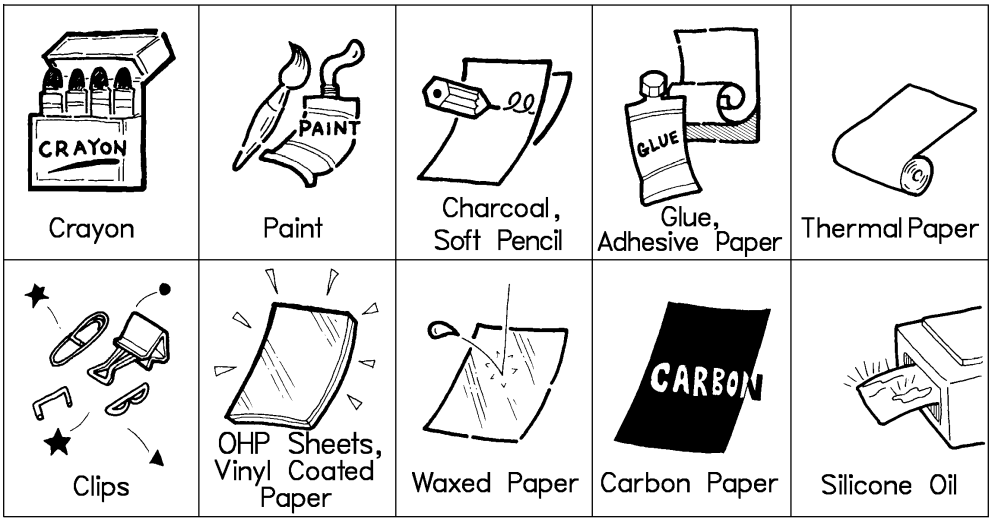
Page Condition

Do not place damaged pages in the automatic document feeder.



Originals that contain the following materials should not be placed in the document feeder. Make copies of these originals and scan the copies.



NOTE: Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

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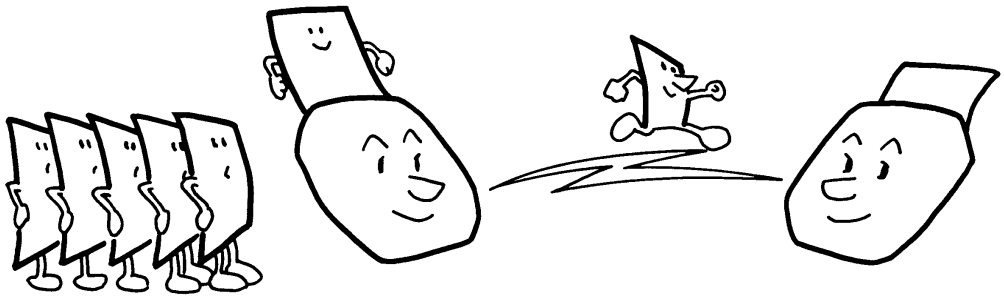
Transmission Procedure at a Glance

Overview

There are two ways to send a fax message:
❒ Immediate Transmission
❒ Memory Transmission

Sending Quickly (Immediate Transmission)



This feature is known as **Immediate Transmission**.
This is convenient when:
❒ You wish to send a message immediately.
❒ You quickly wish to check whether you have successfully connected with the other party.
❒ Your machine's memory is getting full.

The machine dials immediately after you press Start (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

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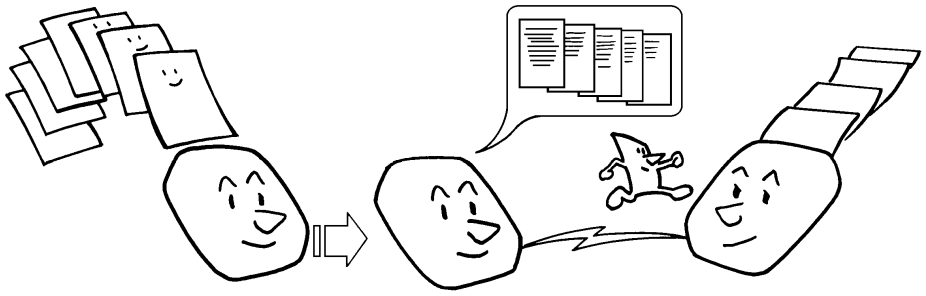
Scanning Quickly (Memory Transmission)



This feature is known as **Memory Transmission**.
This is convenient because:

- ❒ Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- ❒ While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- ❒ You can send the same message to more than one place with the same operation.

After you press Start, the machine doesn't dial until all the pages of your fax message have been stored in the memory.

The default mode of this machine is Memory Transmission, so the procedures described in this manual will be based on the assumption that you are using Memory Transmission. Immediate Transmission is described in a separate section (see page 33).

Cross-references
Send Later: see page 29.

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Sending to Just One Location

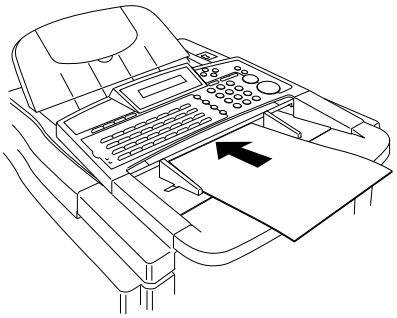
1. Make sure that the machine is in standby mode:
   The display on the operation panel must be as shown on the right.

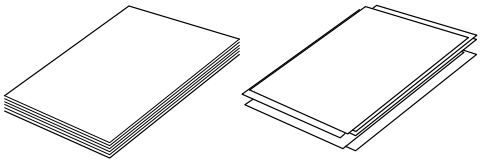
```
READY  100% 10:00AM
SET DOC. OR DIAL NO.
```

2. Carefully place your fax message face down into the auto document feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

   NOTE: You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 4.





GOOD **BAD**

- ❒ The pages must be placed face down in the feeder, with the first page at the bottom of the stack.
- ❒ Feed the pages in so that the top edge goes in first.
- ❒ Do not feed in more than 30 pages.
- ❒ Do not use unsuitable types of original (see pages 14 and 15).
- ❒ Adjust the document guides to fit the width of the pages.

- ❒ Do not use pages of different sizes.
- ❒ The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

? Selecting Contrast and Resolution: See page 23.
Options for Sending a Message: See page 28.

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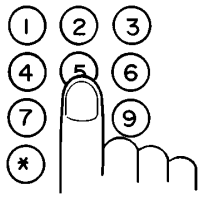
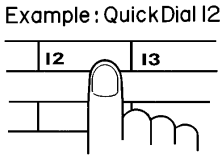
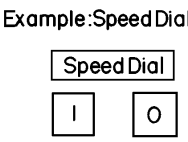
3. Dial in one of the following ways.

```
TRANSMIT      Y/START
2125551234
```

a) Ten Keypad	b) Quick Dial	c) Speed Dial	d) Handset ✱
			

✱ : Only if the telephone handset is installed.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number.
For an international number, press the Pause key after entering the country code.

4. **Start**.
5. The machine stores your fax message.
6. The machine dials, and the line to the other party is connected.

   NOTE: Watch the display. The identification of the other party will appear.

```
NEW YORK OFFICE
A4 → A4  TRANSMIT
```

7. After sending the message, the machine hangs up automatically.

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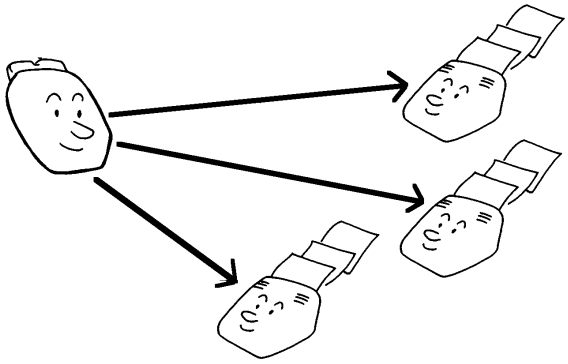
Sending to More Than One Location (Broadcasting)



1. Make sure that the machine is in standby mode (see page 18).
2. Make sure that the Memory indicator is lit. If it is not, press **Memory**.
3. Place your fax message face down into the feeder.

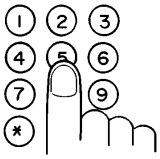
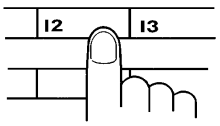
   ❒ You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 5.

   ? Selecting Contrast and Resolution: See page 23.
   Options for Sending a Message: See page 28.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

4. Dial in one of the following ways.

```
TRANSMIT   Y/START
1222553333
```

a) Ten Keypad	b) Quick Dial	c) Speed Dial	d) Group Dial ✯
	Example : Quick Dial 12 	Example: Speed Dial 10 Speed Dial 1 0	Example: Group 1 stored in Quick Dial key 08 Quick Dial key 08

✯ : Method: Press the Quick Dial key the Group is stored in (in the example, press key 08).

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

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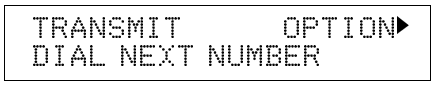
5. **Yes**.



6. Either:
   - ❒ Dial another number: Go to step 4.
   - ❒ Press **Start**.

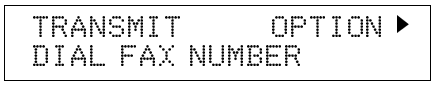
   The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

NOTE: In theory, you can send the same fax message to up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 205 for more information concerning the limitations of this feature.

Transmission Using the Group key

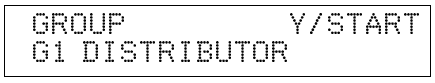
Outlined below is the procedure for using the Group key. You have to program the Group key into the Quick Dial 32 key. (Programming the Group key - see page 204.)

1. Place a document into the feeder.



2. Press **Quick Dial key 32** (Group key).

3. Enter a Group number.
   Example 1: Press **1** on the ten keypad.



4. **Start**.

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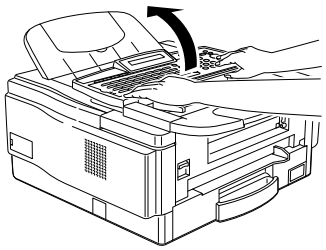
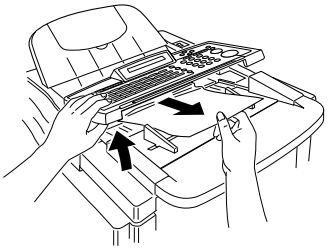
Possible Problems

You want to take out the document
Open the scanner, and take out the document.

> **Caution:** Do not pull out the document without opening the scanner, or you will damage the machine.





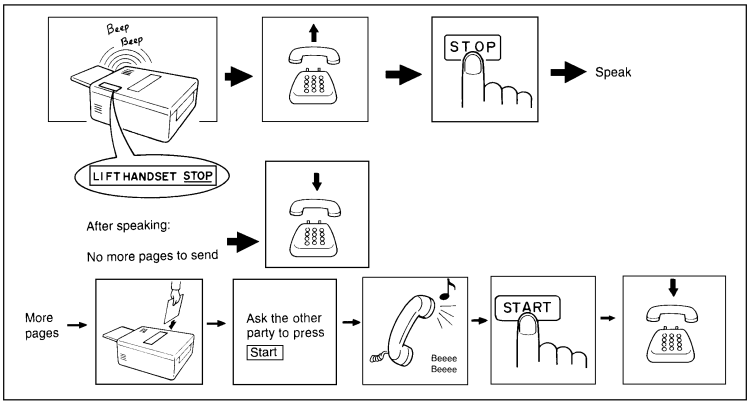
You want to send more than 30 pages
While the last page is being fed in, place more pages (up to 30) in the feeder.

You made a mistake while dialing
If you already pressed **Start**, press **Stop** immediately.
If you haven't pressed **Start** yet, press either:
❒ **No**. The entire number is deleted. Enter a new number.
❒ **Clear** . Only the last digit is deleted.

Check Display Indicator is blinking
❒ If "CLEAR ORIGINAL" appears in the display:
Take out the document (see page 150). Then redial the destination.

❒ If "ERROR PRESS STOP KEY" appears in the display:
If the Communicating lamp is not lit, press **Stop**.
If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

The buzzer is Ringing
The other party wishes to speak with you. Proceed as shown below.



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Sending a Page with Very Fine Detail

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

If you are not sure whether your settings are suitable, make a copy of the document using these settings. The printout gives an indication of how the fax message will look when it is printed at the other end.

❒ If your fax message has more than one page, you can select different settings for each page. For example, if you wish to use a different resolution just for page 2, change the resolution setting while page 1 is being scanned. Then, while page 2 is being scanned, you can return the resolution setting to the original setting.

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Contrast

The text and diagrams in your document must stand out clearly from the paper they are written on. If your document has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the contrast.

There are three grades.
Normal: Suitable for most documents.
Darken: Use for documents with faint writing (such as those written in pencil).
Lighten: Use for documents that have a dark or patchy background.

Resolution

If your document contains fine print or detailed diagrams, use a higher resolution setting.

Standard: Suitable for most typewritten documents.
Detail: Use for documents with small print or fine details.
Fine: Use this for high quality reproduction.

Halftone

If your document contains a photograph, or diagrams with complex shading patterns or grays, switch Halftone Mode on to achieve optimum image quality.

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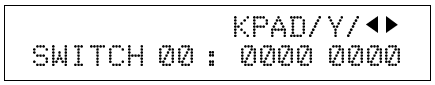
Selecting the Halftone Type

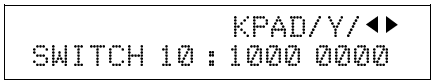
This model has two types of Halftone: the Dither Process and the higher quality Error Diffusion Process. To change the currently used Halftone type, perform the following procedure.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ► until the settings for switch 10 are shown. You need to change digit 7.
   If you wish change the setting press **7** on the ten keypad.



Speed mode: The machine will use the Basic Halftone Process. (Digit 7 is 1)
Standard mode: The machine will use the higher quality Error Diffusion Process. (Digit 7 is 0)

4. Finish: **Yes** and **Function**.
   Halftone Mode slows down the transmission speed, and may increase your communication costs, especially if you use the Error Diffusion process. Higher resolutions also do this. This is because these settings create larger amounts of data to be sent.

Messages are transmitted the fastest if you use the standard resolution setting, and keep Halftone off.

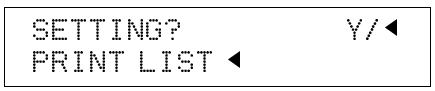
Home Position Setting Adjustments

For the contrast, resolution, and halftone, you can select whether the settings return to home position at the end of transmission (in a new machine, they do). Also, you can change the home positions of these settings.

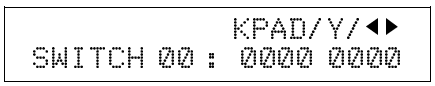
If you need other adjustments, contact a service representative.

The procedure is as follows (see page 168 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   ❒ At this time, you can print a User Parameter List if you press ◄ and **Start**.



2. **Yes**.



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3. The settings for switch 00 are now shown on the bottom line of the display.

SWITCH00: 0000 0000
Digit 7654 3210
The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

The settings that you may need to change are those for digits 0, 1, 2, 4, 5, 6, and 7. The functions of these are as follows.

Digit	Purpose
0	Stamp 0: Off 1: On
1 2	Contrast home position Digit 2 / Digit 1 / Setting 0 / 0 / Normal* 0 / 1 / Lighten 1 / 0 / Darken
3	Do not change this setting.
4 5	Resolution home position Digit 5 / Digit 4 / Setting: 0 / 0 / Standard*; 0 / 1 / Detail; 1 / 0 / Fine; 1 / 1 / Do not change these settings.
6	Tramsmission mode home position 0: Memory Transmission* 1: Immediate Transmission
7	Halftone on/off home position 0: Off* 1: On

3. If you wish to change one of the settings, press the key on the ten keypad that corresponds to the digit that you wish to change.

   Example: **2** on the ten keypad. The value of digit 3 changes.

4. Finish: **Yes** and **Function**.

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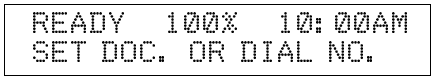
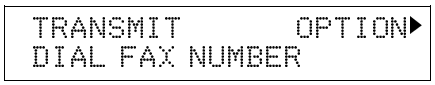
Dialing with the Telephone Directory

This can be done for any number that you have stored as a Speed Dial code with a label programmed for it.
Example: You wish to Dial "XYZ CO. LONDON".

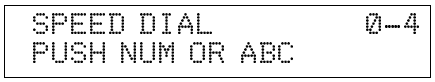
1. Make sure that the machine is in standby mode.



2. Carefully place your fax message into the auto document feeder.



3. Press **Speed Dial/Tel Directory**.



4. Press the first letter of the name.

5. If the label you want does not appear, scroll through the labels using ◀ and ▶ until you find it.

6. Press **Yes** to dial the number you want.
7. Either:
   - ❒ Dial more numbers.
   - ❒ Press **Start**.

Cross-references Speed Dial: see page 193.

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Optional Features for Transmission

When you make a routine transmission, you can access a few optional features.

These options are only available if "OPTION ▶" can be seen in the top right corner of the display.

Personal Code

Personal Codes do the following.

- ❒ They allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report that is called the TCR (Transaction Confirmation Report). This will help you to check on who has been using the machine, and how often.
- ❒ They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.
- ❒ They allow you to restrict use of the machine to authorized personnel only. If you switch the Restricted Access feature on, users have to enter their personal code before they can use the machine. The personal code must have already have been stored in the machine. This may deter unauthorized personnel from casually using the machine.

Cross-references
Programming Personal Codes: see page 58.
Label Insertion: see page 65.
Restricted Access: see page 58.
TCR: see page 123.

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If you input your Personal Code, your name will appear on the TCR and Transmission Result Report.

1. Press ▶ and make sure that the display is as shown opposite.

```
SET OPTION          Y/▶
SET PERSONAL CODE?
```

2. **Yes**.

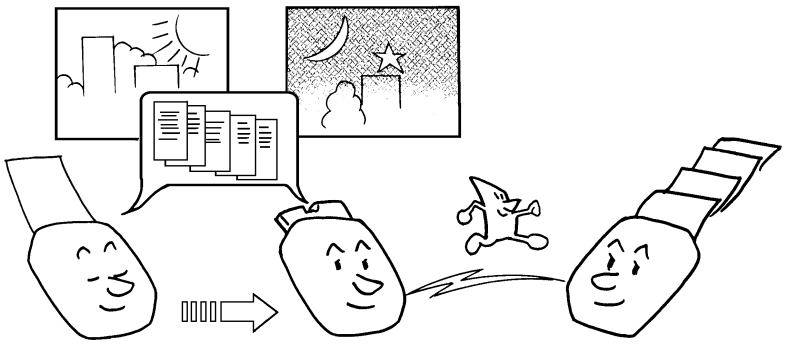
```
SET OPTION          KPAD
PERSONAL CODE:
```

3. Enter the personal code.
   Example: **7 3 6 2**

```
SET OPTION          Y/N
PERSONAL CODE: 7362
```

4. **Yes**.
   See page 59 for details on how to program the Personal Codes and their labels.

Sending at a Specific Time



This feature is call **Send Later**.
Using this feature, you can instruct the machine to delay transmission of your fax message until a later time, which you specify. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

CAUTION
If your machine's memory is full, you will have to keep the message in the document feeder. This means that nobody can use the document feeder unless they remove your document. This would automatically cancel the Send Later operation.

1. Press ▶ until the display is as shown opposite and **Yes**.

```
SET OPTION          Y/▶
SEND LATER?
```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2. Example: Send at 11:30pm.
   1 1 3 0 from the ten keypad.

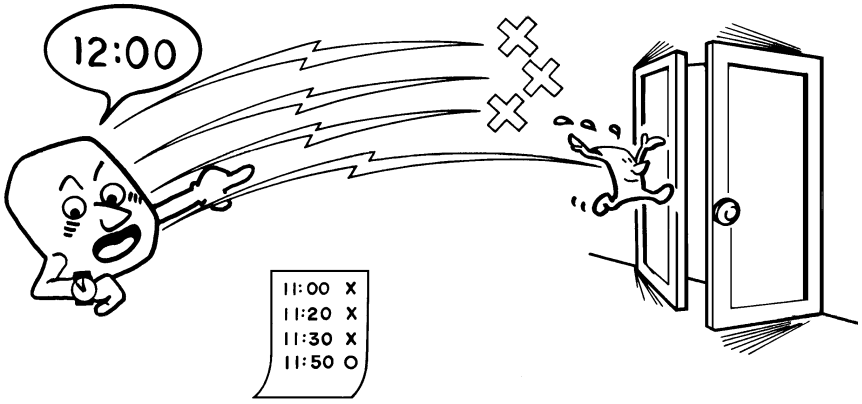
   To change AM/PM, press ∗ or # on the ten keypad.

SET OPTION	KPAD/Y
TIME 11:30PM	10:00AM

3. **Yes**.
   - ❒ The Send Later time cannot be more than 24 hours into the future.

TRANSMIT	OPTION ▶
DIAL FAX NUMBER	

Sending by a Specific Time (TRD) (Feature Expander Required)



This feature is called **Transmission Deadline**.
If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

If the line is busy, the machine will redial at set intervals either until the message gets through or until the deadline passes. Before the deadline passes, there is no limit to the number of times that the machine can redial.

This feature is only available with Memory Transmission.

1. Press ▶ until the right display appears.

SET OPTION	Y/▶
SET TRD?	

2. **Yes**.

SET OPTION	∗/#/Y
TIME 12:00PM	10:00AM

3. Example: The deadline is 12:50.
   1 2 5 0

SET OPTION	KPAD/Y
TIME 12:50AM	10:00AM

   - ❒ The TRD time cannot be more than 24 hours into the future.
   - ❒ To change AM to PM or the other way around, press ∗ or # on the ten keypad.

4. **Yes**.

TRANSMIT	OPTION▶
DIAL FAX NUMBER	

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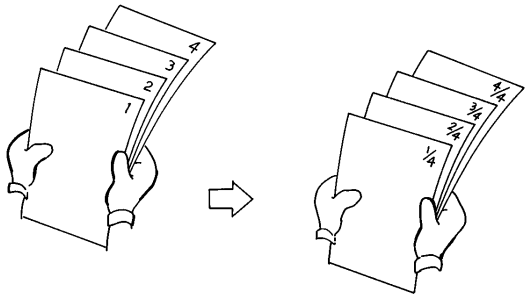
Printing the Page Number (Immediate Transmission only)



When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the format in which the page numbers are printed.

If you use Page Count:

❒ Page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the keypad before sending.

If you do not use Page Count:

❒ Page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

NOTE: If you do not select Immediate Transmission, Page Count is automatically switched on, and the pages are counted automatically.

1. Press ▶ until the right display appears.

```
SET OPTION      Y/▶
SET PAGES?
```

2. **Yes**.

```
SET OPTION      KPAD
PAGES:
```

3. Example: 10 pages.
   1 0

```
SET OPTION       Y/N
PAGES: 10
```

4. **Yes**.

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Sending Your Identification at the Top of Your Message

Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

NOTE: If you switch TTI off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

Cross-reference
TTI: see page 190. Label Insertion: see page 65

1. Press ▶ until the right display appears.

```
SET OPTION      Y/▶
TTI PRINT?
```

2. **Yes**.

```
SET OPTION      Y/◀ ▶
 ▶ON     OFF
```

3. If you wish to change the TTI setting, press ◀ or ▶ until the displayed setting is correct.

```
SET OPTION      Y/◀ ▶
  ON    ▶OFF
```

4. **Yes** when you have finished.

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Sending Quickly

Procedure

If you do not wish to store the fax message in memory before sending it out, use the following procedure.

❒ The advantages and drawbacks of Immediate Transmission and Memory Transmission are discussed on pages 16 and 17.

1. Make sure that the machine is in standby mode (see page 18).
2. Make sure that the Memory indicator is out. If it is lit, press **Memory** .
3. Place the document face down into the feeder.

```
TRANSMIT    OPTION▶
DIAL FAX NUMBER
```

4. Dial (only one destination).

```
TRANSMIT     Y/START
2125551234
```

? See page 19 for how to dial.

5. **Start**.

```
2125551234
DIALING
```

6. The machine dials and the line to the other party is connected. The number that you dialed is displayed (or if you used Quick Dial or Speed Dial, the Quick Dial or Speed Dial Label stored for that number is displayed).

Changing Transmission Mode

Converting Immediate Transmission to Memory Transmission

If there is a message still waiting in the document feeder, you can convert it into a memory file if you press **Memory** and **Start**. The document will be scanned and stored into memory, leaving the document feeder free for others to use.

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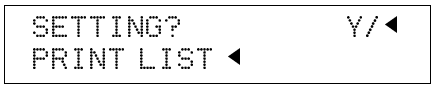
Immediate Transmission as Your First Choice

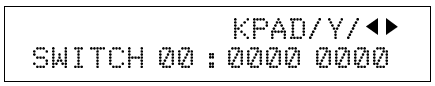
The default mode of your machine is Memory Transmission. If you wish, you can change this home position to Immediate Transmission.

The procedure is as follows (see page 168 if you need more information about the User Parameter settings adjustment procedure).

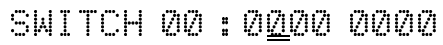
1. **Function 6 2 2 2 2 6 3** and **Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◄ and **Start**.



2. Press **Yes**.The settings for switch 00 are now shown on the bottom line of the display.
   The setting that you need to change is that for digit 6.



3. If you wish to change the setting, press **6** on the ten keypad.



Digit 6 (Double underlined)
0: Memory Transmission
1: Immediate Transmission

4. Finish: **Yes** and **Function**.

Using the Stamp

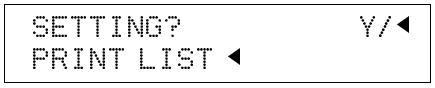
Press the Stamp key to achieve the transmission verification stamp. When the Stamp indicator is lit, the machine stamps a small mark on the bottom of each page. During memory transmission, the stamp indicates that the page was successfully stored. For immediate transmission, it shows that the page was sent successfully. You must switch the stamp on before you press **Start**, or the machine will not stamp the first page.

Changing the Stamp Home Position Setting

If you wish to change the Stamp default setting, do the following.

(See page 168 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   At this time, you can print a User Parameter List if you press ◄ and **Start**.



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2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display. The setting that you need to change is that for digit 0.

SWITCH 00 : 0000 0000

Digit 0(Double underlined)
0: Verification stamp off
1: Verification stamp on

3. If you wish to change the setting, press **0** on the ten keypad.
4. Finish: **Yes** and **Function**.

Redialing

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically. Or, with the Redial key, you can redial with just a few keystrokes.

Automatic Redialing

The machine will automatically redial the other party if any of the following conditions occurred.

- ❒ The other party was busy.
- ❒ There was no reply from the other party.
- ❒ The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used).

Redialing is done 4 times at 5 minute intervals (for a memory transmission) or 2 times at 5 minute intervals (for an immediate transmission).

- ❒ The number of redials and the redial interval may be adjusted by a service technician.

During redialing, the number being dialed is displayed as shown on the right.

2125551234
DIALING

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Using the AI Redial Key

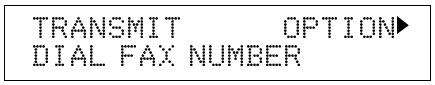
The machine remembers the last 10 telephone number that you input. If you have to redial one of these numbers, just press the AI Redial key, until the required telephone number or name is displayed, then press the Start key.

This feature has the following uses:

- ❒ If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press **AI Redial** until the required telephone number or name is displayed, then press **Start**.
- ❒ If you wish to send another message to the same address that you sent one to recently, you don't have to dial the full number again if it is still in the Redial memory. Place the message in the feeder, then press **Start**.

NOTE: The AI Redial key employs the AI Short Protocol feature.

1. Follow both steps in any order.
   - ❒ Press the **Pause/AI Redial** key until the required number appears in the display, then press the **Yes** key **twice**.
   - ❒ Carefully place your fax message into the auto document feeder.
2. Either:
   - ❒ Select another number. (Broadcasting)
   - ❒ Start the transmission: Press the **Start**.



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RECEIVING FAX MESSAGES

Selecting the Reception Mode

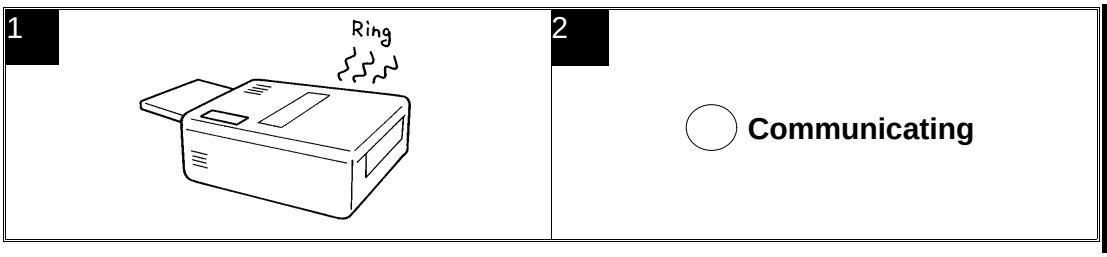
There are two ways to set up your machine to receive fax messages.
❒ Auto Receive Mode
❒ Manual Receive Mode

Press the reception mode key to switch between the modes.

Auto Receive Mode

This mode is selected when the Auto Receive indicator is lit.

Incoming faxes are received automatically. You do not have to be by the machine if the power switch is kept on. Use this mode when you must leave the machine.

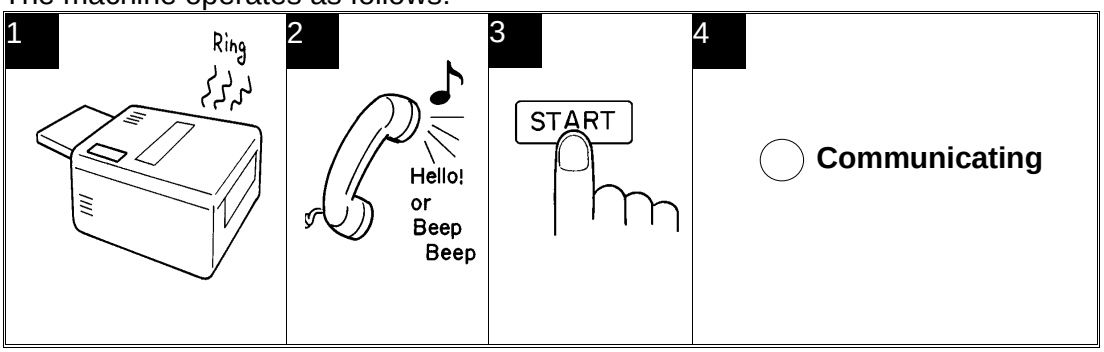


1. The telephone rings once.
2. The machine automatically starts to receive the message.

Manual Receive Mode

This mode is selected when the Manual Receive indicator is lit.

This setting is convenient if you wish to use your fax machine's handset to answer telephone calls coming in on the same line as fax messages. However, your fax machine cannot automatically receive fax messages; you have to be by the machine if a fax message comes in.
The machine operates as follows:



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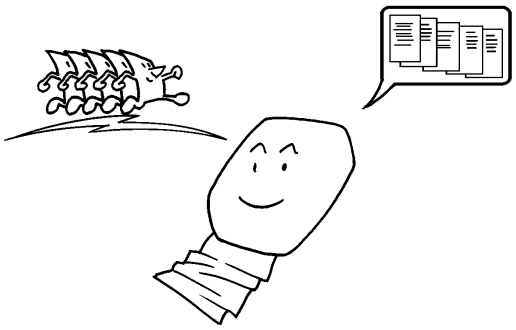
1. The machine rings continuously until you answer the call. Pick up the handset.
2. If you hear a voice from the other end, speak in reply.
   If you hear a tone every few seconds, the other end is a fax terminal.

   NOTE: Remove any documents that are in the feeder.

3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
4. The machine starts to receive the message.
   The Communicating indicator lights.

Receiving Fax Messages When There Is a Problem

Overview



This feature is called **Substitute Reception**.
If the printer is jammed or out of supplies, you will still be able to receive fax messages; any messages coming in will be stored in the machine's memory.

If the "Receive File" indicator is lit, a message has been stored in the memory using the Substitute Reception feature.

Check the following:
- ❒ The printer paper may be used up. If so, add paper: see page 132.
- ❒ The toner may have run out. If so, add toner: see page 133.
- ❒ The printer paper may have jammed. If so, remove the jam: see page 152.
- ❒ If there appears to be no problem, somebody may be making copies while a fax message is coming in.

The messages received into memory will be printed and erased after the machine has been returned to normal operation.

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Switching Substitute Reception On or Off

There are two conditions under which you may wish to disable this feature.

- ❒ If you do not like keeping received fax messages in memory: After your machine has received a fax message to memory, it sends an OK signal to the other end. However, if something happens to your machine and you lose the fax message before you have a chance to read it, the sender will not be informed. Therefore, you may not wish to use the Substitute Reception feature.
- ❒ If you do not wish to have your memory full of mail from unknown senders: If you have not enabled the Authorized Reception feature, you can receive fax messages from anybody. However, you can see who they are because their identifier (the TTI) is printed at the top of each page. If the other party has not programmed their identifiers (perhaps in an attempt to hide their identity), you may not wish to receive their messages into memory, which would take up valuable space.

Cross-reference
ECM: see page 68. Authorized Reception: see page 79.

If you wish to switch Substitute Reception on or off, do the following procedure. (See page 168 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3 and Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◀ and **Start**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

2. The settings for switch 00 are now shown on the bottom line of the display.

```
                KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 05 are shown.
   The settings that you need to change are those for digits 0 and 1.
   The meanings of these settings are as follows.

```
SWITCH 05 : 0000 0000
```
Digit 0 (Underlined)
Digit 1 (Double underlined)

Digit	Purpose
0	Substitute Reception 0: Off 1: On*
1	Reception to memory (including Substitute Reception, Memory Lock and Forwarding from another station) when no RTI or CSI identifiers were received from the other party. 0: Enabled, 1: Disabled

4. If you wish to change the setting, press **0** or **1** on the ten keypad.
5. Finish: **Yes** and **Function**.

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TELEPHONE CALLS

A handset is required to execute the procedures in this section.

You can use your fax machine for dialing in the same way as you would use a telephone. This is useful when calling fax machines that are usually kept in Manual Receive Mode, as well as for telephone conversations.

- ❒ You can dial using Quick Dial keys or Speed Dial Codes.
- ❒ With the On Hook Dial feature, you do not have to pick up the handset before dialing.
- ❒ You can send a fax message after finishing the conversation, without having to make a new call.

Cross-reference	Manual Receive Mode: see page 37.

Making a Telephone Call

Using On Hook Dial

Using On Hook Dial is like using the handset (see the next page), except that you do not have to pick it up before dialing. Just press the On Hook Dial key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset. This keeps both hands free for referring to telephone numbers while you are dialing.

1. Press the **On Hook Dial** key.

   ```
   ON HOOK MODE
   
   ```

2. Dial.

   ? See page 19 for how to dial.
   Do not use the handset.

   NOTE: Do not press **Start**.
   If you wish to cancel the call, press the **On Hook Dial** key.

   ```
   ON HOOK MODE
   2125551234
   ```

3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.

4. Replace the handset when you have finished.

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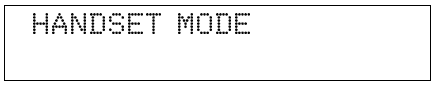
Using the Handset

Using the fax machine's built-in or optional handset, you can use the fax machine in the same way as a normal telephone. Pick up the handset and dial on the fax machine's ten-keypad (or use a Quick Dial key or Speed Dial Code if you wish).

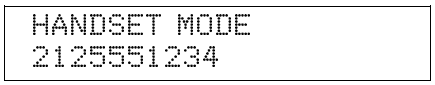
1. Pick up the handset.



2. Dial.

See page 19 for how to dial.

NOTE: Do not press **Start**.

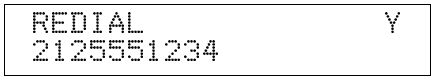


3. Continue as for a normal telephone conversation.

Using Redial

Use Redial if you wish to redial a number that you dialed recently.

1. Press the **On Hook Dial** then the **Redial** key.



The number will be dialed immediately.

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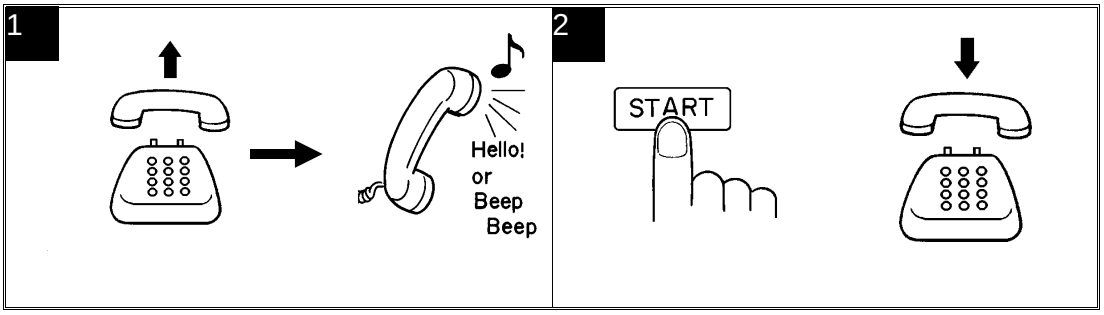
Answering the Telephone

If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

If the telephone rings continuously:



1. Pick up the handset and speak to the other party.
   If you hear a high-pitched tone, a fax is coming in.
   Press **Start** then hang up.

2. If the caller wants to send you a fax, press **Start** after speaking. Then hang up.

   If nothing happens after you press **Start** the power may be switched off or the telephone may not be properly connected.

Phoning and Faxing on the Same Call

To Talk Before Sending a Fax (On Hook Dial)

1. Press the **On Hook Dial** key.
2. Dial.

   NOTE: Do not use the handset.
   Do not press **Start**.
3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.
   - ❒ If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press **Start**.
4. When you are ready to send your fax message, place your message in the feeder, then ask the other party to press **Start**.
5. When you hear a high-pitched tone, press **Start**.

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6. Replace the handset.

Do not replace the handset if you wish to speak to the other party again. When your machine emits a tone, press **Stop** then speak.

Speaker and Buzzer Volume Adjustments

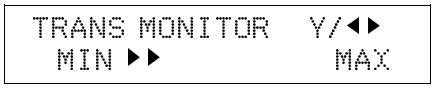
Your machine has a built in speaker. With this speaker, you can listen to the telephone line without picking up the handset. The speaker will be automatically switched off just before the start of facsimile data communication.

When you are sending a fax message, you will be able to hear the line after the machine has dialed. If the line is busy, you can press the **Stop** key and start another operation without having to wait for the machine to disconnect the line.

The volumes you can adjust are:
Transmitting monitor (TRANS MONITOR): The sound you hear in transmission.
Receiving monitor (RECV MONITOR): The sound you hear in reception.
Dialing monitor (DIAL MONITOR): The sound you hear after pressing the **Start** key.
Buzzer tone(BUZZER): The volume of the buzzer when you open a cover and so on.
Key tone (KEY): The sound you hear when you press a key on the operation panel.

If the speaker volume is not satisfactory, you can adjust it.

1. **Function 6 2 2 2 2 9 2** and **Yes**.



2. Either:
   - ❒ To increase: ▶.
   - ❒ To decrease: ◀.
   - ❒ To accept: **Yes**.

3. Repeat step 2 for each adjustment that appears on the screen.
4. Finish: **Function**.

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TRANSMISSION

Transfer Request

Transfer Request helps you save costs when you send the same message to more than one place in a distant area. You send your message once, to a machine referred to as a Transfer Station. In turn, this machine sends on the message to local machines (referred to as End Receivers). After the Transfer Station has broadcasted the message to all End Receivers in the sequence, it sends your machine a Transfer Result Report to tell you if these were any problems with the communication.

NOTE:
- ❒ This feature can only be used if the Transfer Station was made by the same maker as your machine.
- ❒ The ID Code of your machine must be the same as the ID Code of the Transfer Station.
- ❒ Your fax machine's telephone number must have been programmed in advance.
- ❒ The Transfer Station must have memory space available, and must be able to act as a Transfer Station (some machines cannot do this, or can but the capability has been switched off).

You cannot specify the End Receivers as full numbers on your ten-key pad, and you cannot use your own stored Speed Dials, Quick Dials, and Groups. You must use the numbers that are stored as Quick Dials, Speed Dials or Groups in the Transfer Station. Always keep a copy of the Transfer Station's Telephone Lists (Quick Dial, Speed Dial, and Group Lists) near the machine if you plan to use Transfer Request.

NOTE: This machine cannot be a Transfer Station.

Cross-reference
Quick Dial and Speed Dial: see pages 193. Groups: see page 194.
ID Code: see page 46.

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Before you can start to set up transfer request, there are some items that you have to program in your machine. These are as follows.
❒ Your Fax Machine's Own Telephone Number
❒ The ID Code

Storing your Machine's Own Telephone Number

Store your fax terminal's telephone number using this feature. If you do not do this, you will not be able to use the Transfer Request feature.

> If your fax machine's telephone number changes, do not forget to change the stored telephone number data.

1. **Function 6 2 2 2 2 6 1**.

```
INITIAL MODE   Y/NEXT▶
61 INITIAL SET
```

2. **Yes**. Make sure that the opposite display appears, then press **Yes**.

```
                Y/NEXT▶
SET OWN NUMBER
```

3. Input your fax terminal's telephone number.

```
OWN NO.        KPAD/Y/N
0111212-5551234
```

   ❒ **The format of the number must be as follows:**
   International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.
   Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

   NOTE: Use the **Pause** key to add a pause.

4. **Yes** and **Function**.

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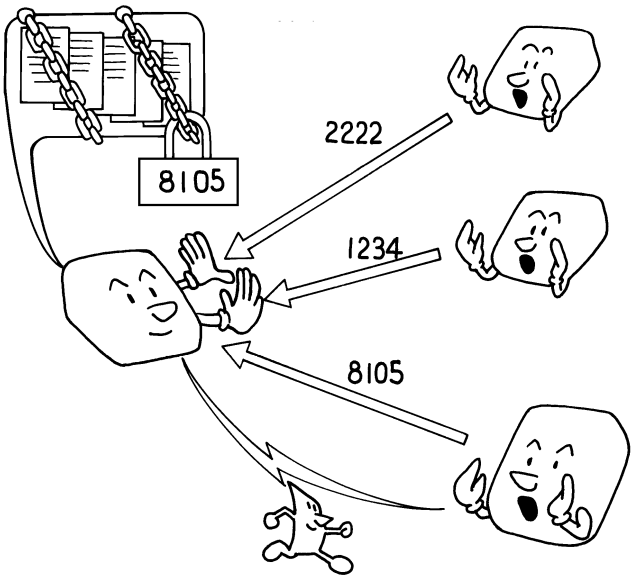
Storing the ID Code



Before programming the ID Code, confer with other users in your fax network to agree on an ID Code. This is because communications using ID Codes will fail if the codes are not the same.

The ID Code can be any four-digit code (using digits 0 to 9 and letters A to F), except 0000 and FFFF.

In addition to the networking features described in this section, ID Codes are used with the following communication features. The same code must be used by all members of your fax network and all people you wish to communicate with using these features.

❒ Polling: see page 104.
❒ Closed Network: see pages 66 and 100.

Features using ID Codes can only be used between terminals made by the same maker.

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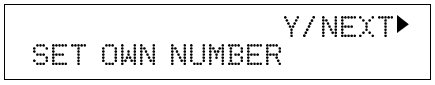
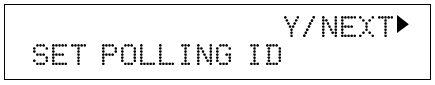
Programming the ID code

To store an ID Code, do the following.

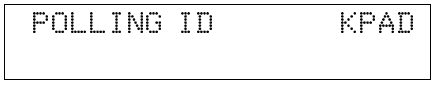
1. **Function 6 2 2 2 2 6 1** and **Yes**.



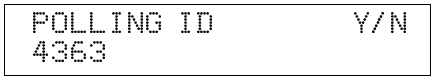
2. Press ▶ until the opposite display appears.



3. **Yes**.



4. Input the ID Code that you will be using.
   Example: **4 3 6 3**
   - ❒ Do not use 0000 or FFFF.

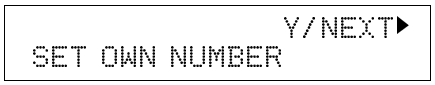


5. **Yes** and **Function**.

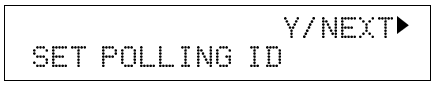
Editing the ID Code

If you want to change the ID code, do the following.

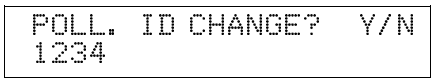
1. **Function 6 2 2 2 2 6 1** and **Yes**.



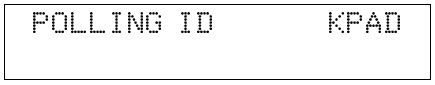
2. Press ▶ until the opposite display appears.



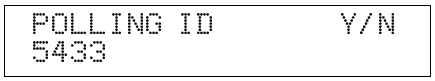
3. **Yes**.



4. **Yes** and **No**.



5. Input a new ID.
   Example: **5 4 3 3**

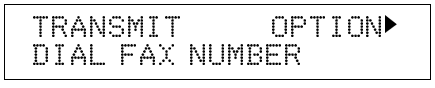


6. **Yes** and **Function**.

Making a Transfer Request

After you have stored your machine's own telephone number and ID code you can do the transfer request using the following procedure.

1. Make sure that the machine is in standby mode (see page 18).
2. Place your document in the feeder.



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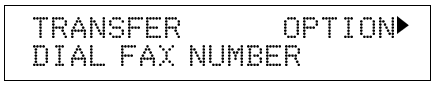
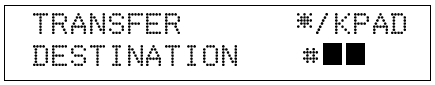
3. **Function 1 3** and **Yes**.

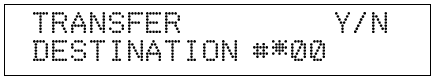


4. Input the telephone number of the Transfer Station, then press **Yes**.



   ❒ This machine must be of the same manufacturer as yours, and it must be able to act as a Transfer Station.

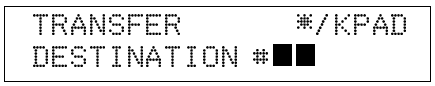
5. Input the End Receivers for this Transfer Station.
   You must use Quick Dials, Speed Dials, or Groups that are stored in the Transfer Station. There is a shorthand notation for this purpose. See the following examples:
   ❒ Quick Dial key 01: **0 1 Yes**.
   ❒ Speed Dial Code 10: ✱ **1 0 Yes**.
   ❒ Group 01: ✱ ✱ **0 1 Yes**.
   Example: Speed Dial Code 10.



NOTE: You can select one Transfer Station, and up to 30 End Receivers for this Transfer Station.

6. **Yes**.

7. Either:
   ❒ Enter more End Receivers for this Transfer Station, then go to step 5.



   ❒ Start the Transfer Request: **Start**.

NOTE: You may use some transmission options, such as Send Later.
See page 29.

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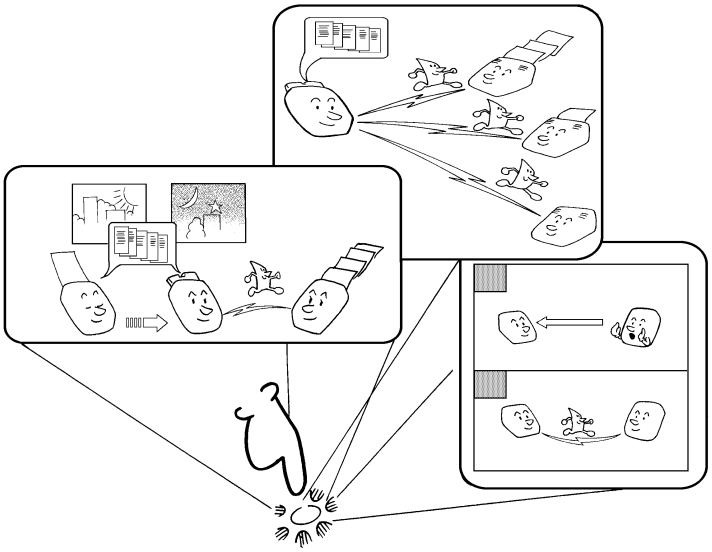
Programming Keystrokes

Overview

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive key pad operations by storing the features and destinations in a Keystroke Program.



Keystroke Programs are stored in Quick Dial keys.

- ❒ If you store a Keystroke Program into a Quick Dial key, that Quick Dial key cannot be used for any other purpose.
- ❒ Be sure to store your Keystroke Program in a vacant Quick Dial key.

Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Send Later). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key to set up the transmission.

Cross-reference	Send Later: see page 29.

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Storing a Keystroke Program

1. Make sure that the machine is in standby mode (see page 18).

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

2. Place a sheet of paper in the feeder.
   - ❒ Skip step 2 if you are making a Polling Reception program.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

3. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.
   - ❒ Contrast, resolution, and halftone cannot be stored in a keystroke program.

4. Press the Quick Dial key that you wish to store the program in.
   Example: Quick Dial key 01.
   - ❒ Make sure that this key is vacant.

```
PROGRAM              Y/N
PROGRAM?
```

5. To complete the program: **Yes**.

   NOTE: The procedure that you just stored will now begin. If you do not wish to use the procedure now, press **Stop** immediately.

Labeling a Program

If you store a label for your keystroke programs, the label will appear on the display when you use the program.

1. **Function 3 4** and **Yes**.
   If you press ▶ and **Start**, a Program List will be printed.

```
                  QUICK/◀▶
PRINT LIST◀/ SEARCH ▶
```

2. Press the Quick Dial key that holds the program that you wish to label.
   Example: **Quick Dial key 01** and **Yes**.

```
 01                   Y/N
PROGRAM LABEL?
```

3. To program a label for this program; **Yes**.

```
 01             ABC/Y/N
```

4. Input your label, using the Quick Dial keys.

```
 01             ABC Y/N
DAILY REPORT
```

? How to enter the label: see page 166.

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5. **Yes**.

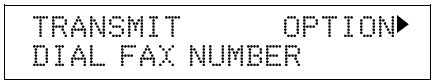
6. Either:
   - ❒ Label another program: Go to step 2.
   - ❒ Return to standby: **Function**.

Using a Program

Before using a program, make sure that the machine is in standby mode (see page 18 for details).

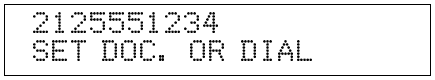
Transmission Program

1. Place your document in the feeder.
2. Press the programmed Quick Dial key.
   - ❒ The program begins at once, or at the later time specified by the program.



Free Polling Reception Program

1. Press the programmed Quick Dial key.
   - ❒ The program begins at once, or at the later time specified by the program.



Cross-reference
Polling Reception: see page 109.

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Erasing a Program

When you wish to delete a Keystroke program, do the following.

1. **Function 3 4** and **Yes**.

```
                QUICK/◄►
PRINT LIST◄/ SEARCH ►
```

2. Press the Quick Dial key that holds the program that you wish to erase, or scroll the Quick Dials using ◄ and ►.
   Example: Quick Dial key 08.

```
 08 CHANGE?      Y/◄►
 USED AS PROGRAM
```

3. Press **Yes**.

```
 08                 Y/N
PROGRAM LABEL?
```

4. **No**.

```
 08                 Y/N
PROGRAM CLEAR?
```

5. To delete the program: **Yes**.

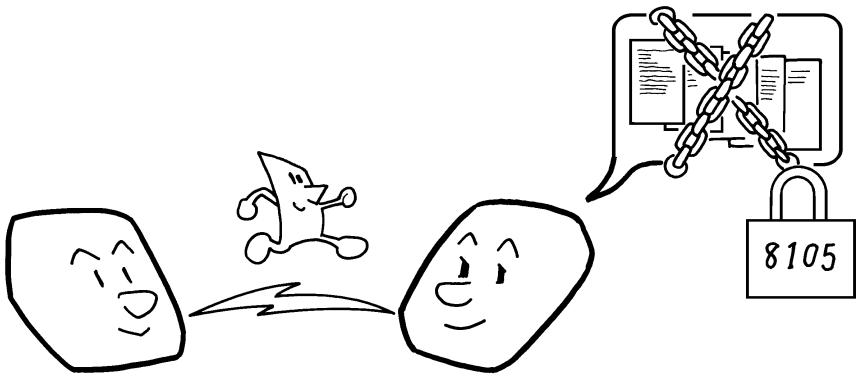
```
                QUICK/◄►
PRINT LIST◄/ SEARCH ►
```

6. Either:
   - ❒ Edit or erase another program: Go to step 2.
   - ❒ Return to standby: **Function**.

Sending Confidential Messages

Overview

This feature is called **Confidential Transmission**.
Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until an ID known as the Confidential ID is entered.



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NOTE: ❒ The machine at the other end must have enough memory space available and it must have the Confidential Reception feature.
❒ This is a proprietary feature, and as such it only functions with machines produced by the same manufacturer that have this feature.
❒ Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

There are two types of Confidential Transmission.

1. **Normal Confidential Transmission**

   The other party can print the message by entering the ID that was previously stored using the Confidential ID feature.

2. **Confidential ID Override**

   If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, don't forget to tell the intended receiver what code must be entered to print the message.

   NOTE: The receiving machine's Confidential ID is not changed by this process.

If the intended receiver has a Personal Code with a Confidential ID stored with it, you can override the receiving machine's ID with that Confidential ID. Then:
❒ The receiver can print the message by inputting the Confidential ID that is stored with that person's Personal Code.
❒ The intended receiver will also be informed personally by a Confidential File Report; this report will have the name of the receiver on it, if the name was stored with the Personal Code.

Cross-references

Confidential ID: see page 72.
Confidential File Report: see page 124.
Confidential Reception: see page 71.
Personal Codes: see page 58.
TCR: see page 123.

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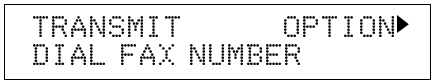
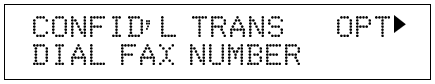
Procedure

To set up a confidential transmission, do the following.

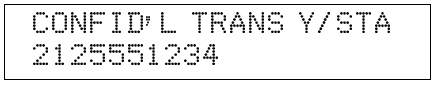
1. Place your document in the feeder.

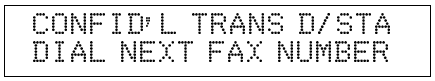


2. **Function 1 2** and **Yes**.



3. Dial then press **Yes**.





4. Either:
   - ❒ Dial another number: Go to step 3.
   - ❒ Press **Start**.

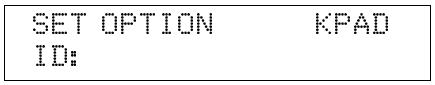
Confidential ID Override Option

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

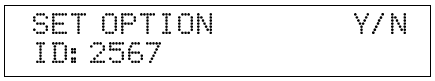
If OPTION ▶ is displayed:

1. Press ▶ until the opposite display appears.

2. **Yes**.



3. Enter the Confidential ID that you wish to use for this message.
   Example: **2 5 6 7** on the ten keypad and press **Yes**.



4. Press **Start**.

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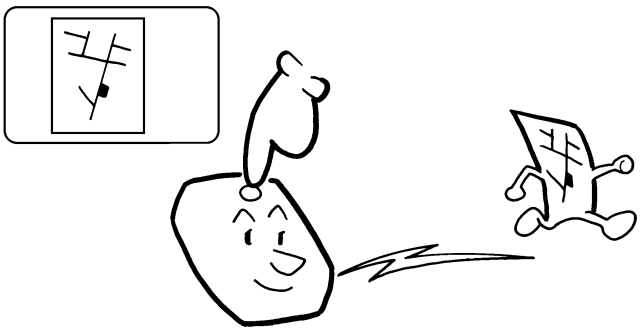
Storing an Often Used Document (Auto Document)

Overview



If you often find that you have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in the memory as an Auto Document, using a Quick Dial key.

This feature is called **Auto Document**.
Then, when you need to send that page to somebody, press the Quick Dial key that you stored it in, place any other pages that you wish to send into the feeder, dial, and press Start. At the other end, the Auto Document will be printed first.

You can also program a destination for each Auto Document into the same Quick Dial key.

> The Auto Document is transmitted as it is; you cannot write anything on it like you can with a cover sheet. If you wish the machine to place your name on your transmitted documents, try using the Label Insertion feature (see page 65).

Storing an Auto Document

1. Take the document that you want to be an Auto Document and place it into the feeder.

   ```
   TRANSMIT      OPTION▶
   DIAL FAX NUMBER
   ```

2. **Function 3 5** and **Yes**.

   ```
                 QUICK/◀▶
   PRINT LIST◀/SEARCH
   ```

3. Press the Quick Dial key that you wish to store the Auto Document in.
   Example: Quick Dial key 08.

   ```
    08 PROGRAM?     Y/◀▶
   ```

4. **Yes**.

   ```
    08                Y/N
   PROG. AUTO DOCUMENT?
   ```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5. **Yes**.
   The document is scanned.

6. Either:
   If you label this document: **Yes**.
   If no: **No** and go to step 9.

```
 08          ABC
```

7. Input a label using the Quick Dial keys.

```
 08          ABC Y/N
OFFICE LOCATION MAP
```

8. **Yes**.

```
                QUICK/◄ ►
PRINT LIST◄/SEARCH►
```

9. Either:
   - ❒ Program another Auto Document; place the document that you want to be an Auto Document and go to step 3.
   - ❒ Finish: **Function**.

NOTE:

You can program a Quick Dial number and an Auto Document in the same Quick Dial key. If you program the key as a Quick Dial before programming the Auto Document, the display below will appear in step 3. If you press the Yes key, whenever you press the Quick Dial key the Auto Document will be attached to that transmission.

```
08  PROGRAM?   Y/◄►
   USED AS DIAL
```

Using an Auto Document

1. Make sure that the machine is in standby mode (see page 18).

2. If you wish to attach a fax message to your Auto Document, place the fax face down into the feeder.

```
TRANSMIT      OPTION ►
DIAL FAX NUMBER
```

3. Press the Quick Dial key that contains the Auto Document that you need.
   Example: Quick Dial key 08.

```
TRANSMIT OPTION ►
OFFICE LOCATION MAP
```

4. Dial the destination(s), and press **Yes**.

```
TRANSMIT   DIAL/START
DIAL NEXT FAX NUMBER
```


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5. Either:
   - ❒ Dial another number: go to step 4.
   - ❒ No more destinations: press **Start**.

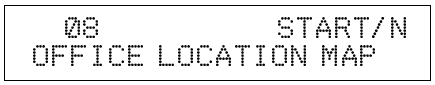
NOTE: If you send the message to more than one location, and you enter the Quick Dial key which contains the Auto Document, it will be attached to all destinations.

Printing the Contents of an Auto Document

If you need to remind yourself of what one of your stored Auto Documents looks like, do the following procedure.

1. **Function 5 3** and **Yes**.

2. Press the Quick Dial key that holds the Auto Document that you wish to see. Example: Quick Dial key 08 and **Yes**.



3. **Start**.

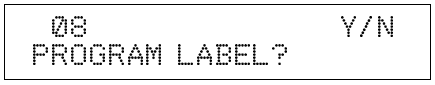
Erasing an Auto Document

If you wish to delete an Auto Document, do the following.

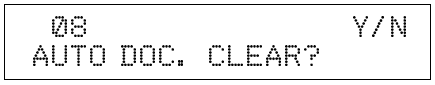
1. **Function 3 5** and **Yes**.

2. Press the Quick Dial key that contains the Auto Document that you wish to erase. Example: Quick Dial key 08.

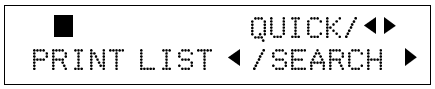
3. **Yes**.



4. **No**.



5. To erase the Auto Document: **Yes**.



6. Either:
   - ❒ Erase another Auto Document: Go to step 2.
   - ❒ Return to standby mode: **Function**.

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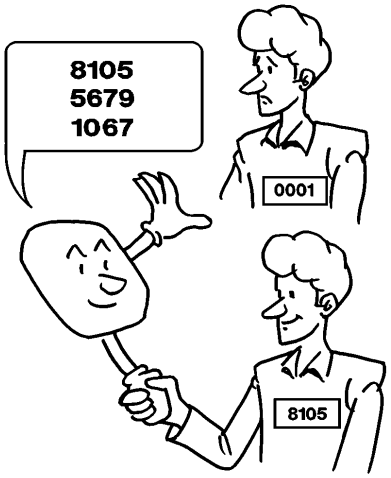
Restricting Access to the Machine

Overview



When your machine arrives from the factory and is installed for the first time, anybody can use it. However, using a system of Personal Codes, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

❒ Programming the Personal Codes: see page 58.
❒ Switching Restricted Access On: see page 61.

Programming the Personal Codes

The main advantage of Personal Codes is that they allow you to track machine usage and restrict access to the machine. If you do not wish to restrict access to the machine, you can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

The Personal Code is a four digit code. It can have any value from 0001 to 9999.

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Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

- ❒ A name: This will be printed on reports, such as the TCR, to identify the users of the machine. It is also used with the Label Insertion feature.
- ❒ A Confidential ID: This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.
  You can only store Confidential ID's if you have an optional feature expander.

NOTE: You cannot register more than 30 Personal Codes with Names and Confidential ID's in this machine. This means that if you switch Restricted Access on, only 30 people can use the machine.

Cross-references
Using Personal Codes: see pages 28, 53, 61, and 73.
Label Insertion: see page 65.
TCR: see page 123.
Confidential File Report: see page 124.
Confidential ID: see page 72.
Confidential Reception: see page 71.

Storing a Personal Code

1. **Function 6 2 2 2 2 7 2** and **Yes**.

```
SETTING?          Y/◄ ►
PRINT LIST◄ /SEARCH ►
```

2. **Yes**.

```
PERS. CODE   KPAD/◄►
```

3. Input a Personal Code that you want to store in your machine for later use.
   Example: **5 4 7 7** from the ten keypad.
   - ❒ If you input the wrong code, press **No**.

```
PERS. CODE      Y/N
5477
```

4. Store the code: **Yes**.

```
PERSONAL CODE     Y/N
PROGRAM LABEL?
```

5. Either:
   - ❒ **Yes** to store the label for this personal code.
   - ❒ If you do not program for this personal code**; No** and go to step 8.

```
PERSONAL    ABC
```


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6. Input a name for this Personal Code using the Quick Dial keys or the ten key-pad.
   Example: JOHNSON

   ? How to enter the label; see page 166.

   ❒ If you so not wish to store an ID: **No**. Go to step 8.

```
PERSONAL     ABC  Y/N
JOHNSON
```

7. Store the name: **Yes**.
   Either:

   ❒ If you do not have an optional feature expander, go to step 8.
   ❒ If you want to program the Confidential ID for this user: Press **Yes**. And input a Confidential ID for the personal code used by this user. Then press **Yes**.

```
PERSONAL CODE  KPAD/◄►
```

8. Either:
   ❒ Enter another code: Go to step 3.
   ❒ Finish: **Function**.

Editing or Erasing a Personal Code

1. **Function 6 2 2 2 2 7 2** and **Yes**.

```
SETTING?            Y/◄
PRINT LIST◄/SEARCH ►
```

2. Scroll through the personal codes using ►.

```
PERSONAL CHANGE?  Y/N
5474
```

3. **Yes**.

```
PERSONAL CODE     Y/N
5474
```

4. Either:
   ❒ Erase this Personal Code: **No** and **Yes**. Go back to step 2.
   ❒ Edit the contents of this code: **Yes**. Go to step 5.

```
PERSONAL          Y/N
PROGRAM LABEL?
```

5. Either:
   ❒ If you edit the label; **Yes** and go to step 6.

```
LABEL CHANGE?     Y/N
MARY
```

   ❒ If you don't edit the label; **No** and go to step 2 to edit another personal code.

6. Edit the name stored with this code. When the name is correct, press **Yes**.

```
PERSONAL CODE     Y/N
SET CONFIDENTIAL ID
```


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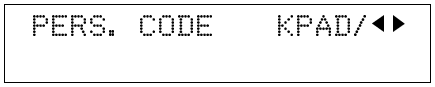
7. Either:
   - ❒ If you do not have an optional feature expander, go to step 8.
   - ❒ Edit the Confidential ID stored with this code; press **Yes** then input the ID.
     When the ID is correct, press **Yes**.



8. Either:
   - ❒ Enter or edit another code: Go to step 2.
   - ❒ Finish: **Function**.

Switching Restricted Access On

Restricted Access allows you to keep a closer track of machine usage, and deters passers-by from casually using your machine.

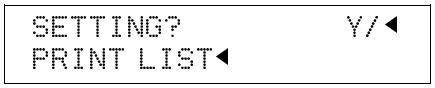
If this feature is switched on, users have to enter their Personal Code before they can use the machine. The Personal Code must have already been stored in the machine.

However, the user can enter codes directly at the key pad. Therefore, if you are serious about using this feature to stop casual users from operating the machine, you must allocate relatively obscure codes to all authorized users, and try to avoid obvious numbers such as 0001.

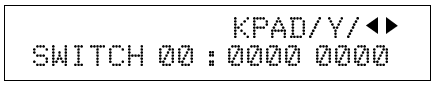
To switch Restricted Access on or off, do the following:

If you wish to switch Restricted Access on or off, do the following procedure. (See page 168 if you need more information about the User Parameter settings adjustment procedure).

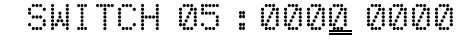
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.



Digit 4 (Double underlined)

4. Press ► until the settings for switch 05 are shown.
   The setting that you need to change is digit 4.

Digit	Purpose		
4	Restricted Access	0: Off	1: On

ADVANCED FEATURES

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5. If you wish to change the setting, press **4** on the ten keypad.
6. Finish: **Yes** and **Function**.

Operating the Machine with Restricted Access Switched On

If you have switched Restricted Access on, the display is as shown below when the machine is in standby mode.

Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 58 for how to store Personal Codes.

```
READY    100% 10:00AM
PERSONAL CODE:
```

1. Enter your personal code.
   Example: **7 3 6 2** from the ten keypad.
2. Press **Yes**. After a second, the normal standby display will appear, and you can use the machine. If the normal standby display does not appear, you entered a personal code that is not stored in the machine.

If you decide that you do not wish to use the machine now, you should return the machine to Restricted Access standby mode. To do this, either:

❒ Insert a page into the document feeder and remove it immediately.
Press **Function** twice.

Tonal Signals

Some organizations offer you special services by telephone, which you can access by transmitting Touch Tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services.

First, dial the other party. When you are through to the other end, press the tone dial key and enter the code number that is needed to access the required feature at the other terminal.

You do not need to press the tone dial key if your machine is set up for dialing in Tone Dial (DTMF) mode.

Before you can use this feature, you must program **Quick Dial key 31** as the Tone key.

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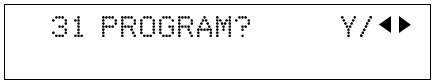
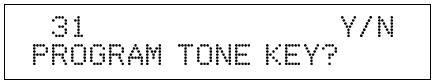
Program the Tone Key

1. **Function 3 1** and **Yes**.

2. Press the **Quick Dial key 31**.



3. **Yes**.



4. **Yes**. The Quick Dial key 31 is programmed as the Tone key.

Operating the Tone Key

1. Make sure that the machine is in standby mode, and that there is no document in the feeder.
2. Pick up the telephone handset, or press **On Hook Dial**.
3. Dial the remote facility. Do not press **Start**.
4. After your line is connected to the remote facility, do the following:
   - ❒ If your telephone line type is DTMF (Tone Dial): Go to step 5.
   - ❒ If your telephone line type is Pulse Dial: Press **Quick Dial key 31**. A dot appears on the display.
5. Input the digits that you need to use the remote facility. These digits will depend on the remote facility.
   NOTE: Do not press **Start**.
6. After you have finished your business with the remote facility, hang up.

Cross-reference
Tone Dial (Telephone Line Type): see page 192.

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Storing Part of a Number

This feature is called **Chain Dialing**.
It allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial keys or Speed Dial codes, and some of which may be input at the key pad.

For example, you can program commonly used area or country codes into Speed Dial codes or Quick Dial keys.

This feature is convenient if:
- ❒ You often communicate with many terminals for which the area code, or international code is the same.
- ❒ You often make international calls.
  For example, if you often call Tokyo, Japan, program 011813 (Overseas to Tokyo from the USA) as Quick Dial key 01. This will save work at the operation panel when dialing a Tokyo number.
- ❒ Your PBX requires an ID code before the destination number.
  For example, if your ID is 1234567, and the destination is stored in Quick Dial key 01, enter 1234567 at the key pad, press Pause, then press Quick Dial key 01.

NOTE: Do not store any labels with the Quick Dials and Speed Dials that you are using with Chain Dialing. This is because Label Insertion does not work with Chain Dialing.

Cross-reference
Quick Dial and Speed Dial: see page 193.
Label Insertion: see page 65.

Example: 01133-1-5553333 (From the USA to Paris).

Assuming that the following Quick Dial and Speed Dial numbers have already been programmed:
- ❒ Quick Dial 01 = 01133 (Overseas to France)
- ❒ Quick Dial 02 = 1 (Paris)
- ❒ Speed Dial 10 = 555

When the machine asks you to dial:

On Hook Dial or Handset Mode:
Press the **Quick Dial key 01**, next press the **Quick Dial key 02**. Then press the **Speed Dial key** and **1** then **0** using the ten keypad. After press **3**, **3**, **3**, **3** using the ten keypad.

Other:
Press the **Quick Dial key 01** and **Pause**, **Quick Diak key 02** and **Pause**, then press the **Speed Dial key** and **1** then **0** using the ten keypad and then the **Pause**. After that press **3**, **3**, **3**, **3** using the ten keypad.

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Printing Your Personal Identification at the Other End

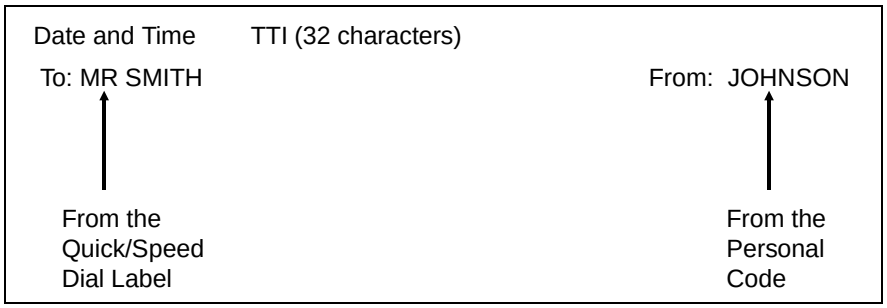
This feature supplements the TTI. It uses the Personal Code and the Quick Dial or Speed Dial Label to inform the other party who is sending the message, and to state who the message is for.

To use this feature, you must:

- ❒ Switch Label Insertion on for each Quick Dial and Speed Dial that you wish to use this feature with (see the procedures starting on pages 195 and 198).
- ❒ Program the Personal Codes of the machine's users, and store their names with their codes (see page 58).
- ❒ Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 195 and 198).
- ❒ When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 28).
  Note: TTI on/off has no effect on this feature.

Example:

Your fax message as received at the other end



In the above example, the message was sent using Johnson's personal code. The Quick Dial or Speed Dial used to dial the destination had MR SMITH as the label.

NOTE:
If you later reprogram the Speed/Quick Dial, be sure to reprogram or delete the label as well.
The top of the image will be overprinted if there is no margin at the top of the transmitted page (this is also true for the TTI).

Cross-reference
Quick Dial and Speed Dial: see page 193.
Personal Codes: see pages 28 and 58.

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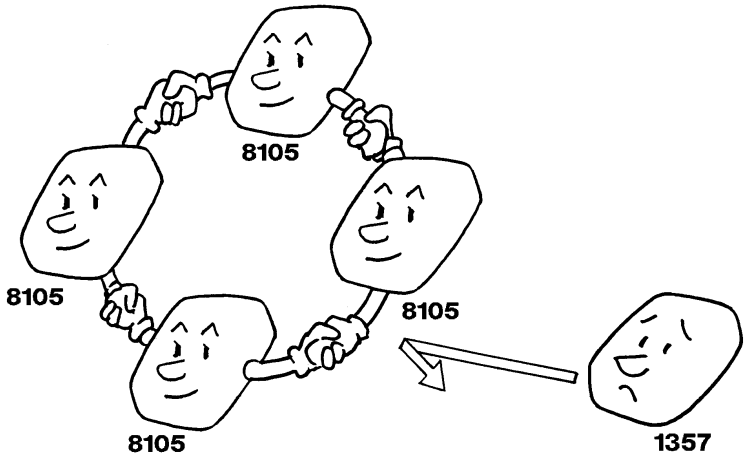
Closed Network (Transmission)

This feature helps avoid accidentally sending a fax message to a terminal that is outside your fax network.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.



1. Press **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?              Y/◀
PRINT LIST◀
```

2. **Yes**.

```
                   KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 06 are shown. The setting that you need to change is digit 2.

```
SWITCH 06 : 0000 0100
```

Digit 2 (Double underlined)
0: Off
1: On

4. If you wish to change the setting, press **2** of the ten keypad.
5. Finish: **Yes** and **Function**.

NOTE: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

Cross-references
ID Code: see page 46 .
Closed Network (Reception): see page 100.

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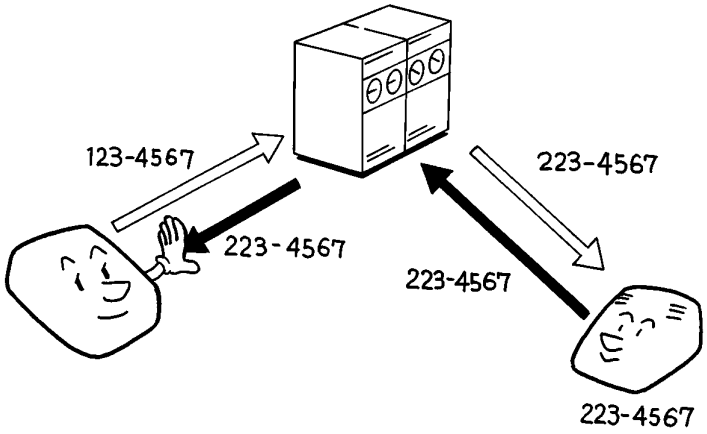
Preventing Transfer to a Wrong Connection

This feature prevents the automatic switching equipment in the telephone network from accidentally connecting you to the wrong fax terminal.

However, it does not help you if you dialed the wrong number yourself. So, even if this feature is switched on, you should still check your operation panel display to check whether you have reached the correct terminal, and be ready to press Stop if the wrong terminal's RTI or CSI is displayed.



Your machine compares the number that you dialed with the CSI received from the other end. (Only the last 8 digits are checked, and spaces and pauses in the telephone number are ignored.) If the CSI is not the same as the telephone number, the transmission is stopped.

This feature has to be switched on by a service technician.

NOTE: If you cannot send a message to a certain location using this feature, contact the other end and make sure that they have stored their CSI correctly. (If the other party is using a machine made by another maker, they may not be familiar with the term CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.)

Cross-references
CSI: see pages 189 and 191.

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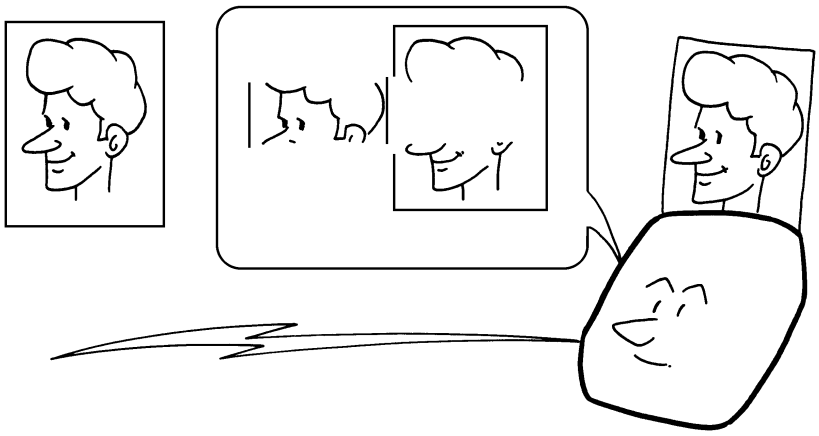
ECM (Error Correction Mode) and Page Retransmission



ECM is a signaling system that greatly reduces the chance of data being lost because of a bad telephone line. ECM is useful if you frequently communicate over poor telephone lines.

With ECM switched on, the communication cost will increase if the line is bad, but the data will be sent much more reliably.

If ECM is switched off, Page Retransmission will be used. The whole page will be resent (unless you used Immediate Transmission, in which case damaged data cannot be resent at all). ECM is more efficient, because it only resends the damaged parts of the data, and the maximum possible number of retransmission attempts is much higher, and it also works with Immediate Transmission.

If you prefer reliable communication over communication costs, keep ECM switched on. If you however prefer to be cost effective, ask the service technician to switch ECM off.

Pages can be sent up to 3 times before the machine gives up. If you wish to change the number of retries, contact a service technician.

ECM is switched on in your machine when it leaves the factory, to provide you with the ability to send accurate and complete documents as reliably as possible.

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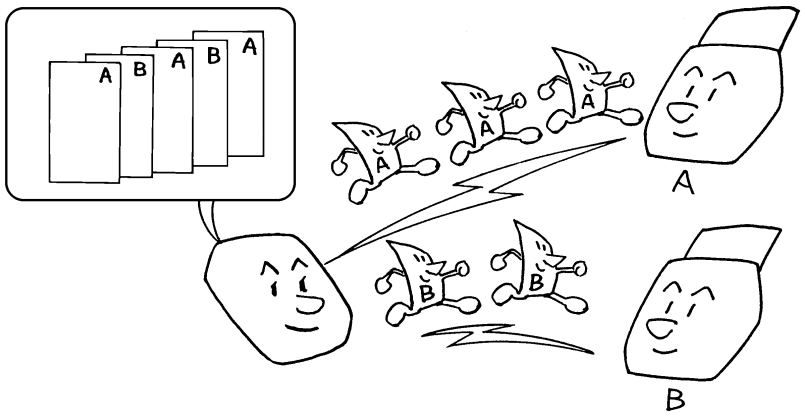
Batch Transmission (Feature Expander Required)

Overview

This feature will save communication costs if you often send more than one message to the same location.



Example:
If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Keystroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. In the example shown in the diagram above, you have set up two batches; one is for destination A and one is for destination B. In another example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

NOTE: You can have up to 35 fax messages in the same batch.
Messages using Confidential Transmission cannot be put into a batch.

Cross-reference
Send Later: see page 29.

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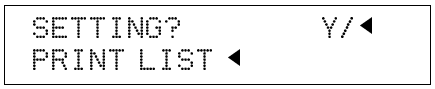
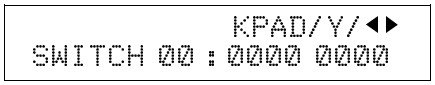
Turning Batch Transmission On/Off

In a new machine, this setting is "On". If you wish to change this it, use the following procedure. (See page 168 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.
4. Press ► until the settings for switch 06 are shown.
   The setting that you need to change is digit 4.

SWITCH06 : 0001 0000

Digit 4 (Double underlined)
0: Batch Transmision off
1: Batch Transmission on

5. If you wish to change the setting, press **4** of the ten keypad.
6. Finish: **Yes** and **Function**.

Well Log Transmission

Using this feature, you can transmit a document that is longer than the maximum limit, without having to cut it up into separate sheets. However, you must contact a service technician to have this feature switched on. The name of this feature is taken from oil well borehole surveying. A well log is a vertical profile of a borehole, drawn to scale, showing important data. A well log can be several yards long.

Caution
If this feature is switched on permanently, users must stay by the machine while their documents are being scanned. This is because, if the document jams, the machine may take much longer than usual to recognize the jam; this could result in excessive wear and tear of the mechanical components of the scanner.
If a jam does occur, press the Stop key immediately.

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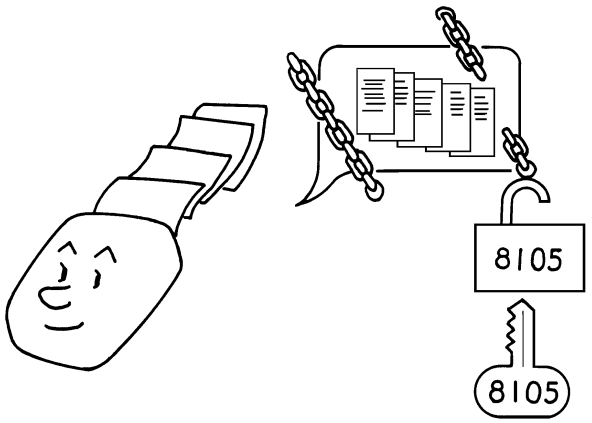
RECEPTION

Receiving Confidential Messages (Feature Expander Required)

Overview

This feature is called **Confidential Reception**.
If the other party sent you a message using Confidential Transmission, the message is stored in the memory, and not printed. The "Receive File" indicator on the operation panel blinks to inform you when a confidential message has come in. Also, if you have switched Confidential File Report on, the machine will print a report whenever a confidential message comes in.

There is no need to do anything immediately. When you want to print the message, input the Confidential ID using Function 61 described in this section.



NOTE:
- ❒ For this feature to work properly, you must have stored a Confidential ID in advance.
- ❒ If the machine's Confidential ID does not have any effect, contact the sender and check whether they used Confidential ID Override to override your ID. Print the TCR to find out who the sender is, if necessary.
- ❒ If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

Cross-references
Confidential ID: see page 72.
Confidential File Report: see page 124.
Confidential Transmission: see page 52.
Confidential ID Override: see page 53.
TCR: see page 123.
User Parameter List: see page 131.

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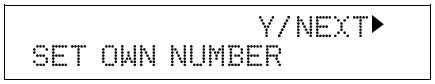
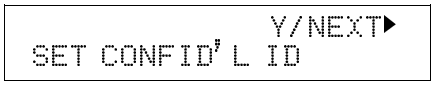
Storing a Confidential ID

This can be any four-digit code (using digits 0 to 9). It must be used to print any confidential messages that your machine has received.

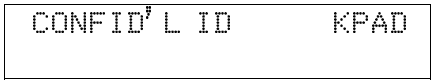
1. **Function 6 2 2 2 2 6 1** and **Yes**.



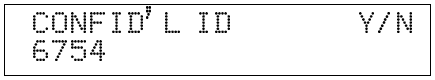
2. Press ▶ until the screen is as shown opposite.



3. **Yes**.



4. Input the Confidential ID that you will be using.
   Example: **6 7 5 4** from the ten keypad.

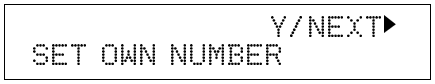


5. **Yes** and **Function**.

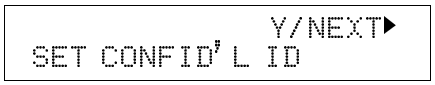
If you do not store a Confidential ID, you will not be able to receive confidential messages.

Editing the Confidential ID

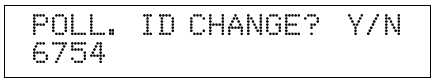
1. **Function 6 2 2 2 2 6 1** and **Yes**.



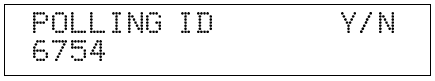
2. Press ▶ until the screen is as shown opposite.



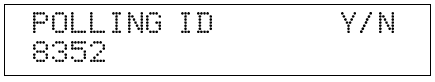
3. **Yes**.



4. **Yes**.



5. **No** and input a new confidential ID code.
   Example: 8352.



6. **Yes** and **Function**.

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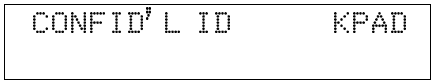
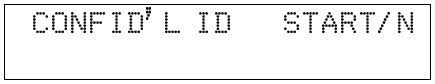
Printing a Confidential Fax Message

If the Receive File indicator is blinking, do the following to print the message.

1. **Function 5 4** and **Yes**.



2. Input the ID.
   Example: **6 7 5 4** from the ten keypad.
   If you cannot output a confidential file with this ID, you have input the wrong ID or the sender may have over-ridden your ID.
   Contact your sender.



3. **Start**.

NOTE: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.
To print the message which is Memory Locked, see page 77.

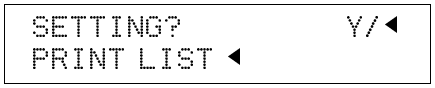
Confidential File Report

This report informs you when a confidential message has been received.

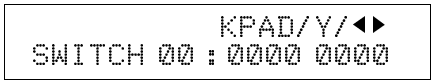
You can store a separate Confidential ID with each of the Personal Codes. If the sender of the message uses Confidential ID Override, the sender can specify one of these IDs. If so, the Confidential File Report will contain the name stored with that Personal Code, drawing the attention of the intended receiver to the confidential message.

You can switch this report on or off using Function 63. In a new machine, it is switched on at the factory.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

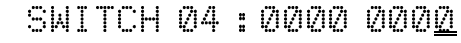


2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.

4. Press ▶ until the settings for switch 04 are shown.
   The setting you need to change is digit 0.



Digit 0 (Double underlined)
0: Confidential file report is switched off.
1: Confidential file report is switched on.

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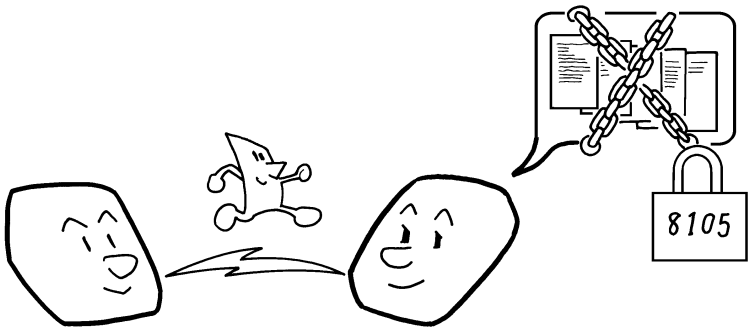
5. If you wish to change the setting press **0**.
6. Finish: **Yes** and **Function**.

Cross-reference
Personal Codes: see page 58.

If you wish, you can prevent unidentified senders from sending you confidential messages. See page 78.

Locking Incoming Messages (Feature Expander required)

Overview



If Memory Lock is switched on, the machine will not print any incoming fax messages. They will be kept in memory until you enter the Memory Lock ID that you previously stored in the machine. Messages received by Confidential Reception will not be printed when you input the Memory Lock ID.

To use Memory Lock, you must first:
❒ Store a Memory Lock ID. (Function 61)
❒ Switch Memory Lock on. (Function 62)

To make Memory Lock more versatile you may choose to receive messages from select locations into memory or execlude certain select locations from coming into memory. You may:
❒ Specify the senders whose messages you want to be lock in memory (Special Terminal). Do this by programming the RTI's or CSI's of these senders (Function 81)
❒ Select the messages to store in memory (Function 63):
a) Only messages from Special Terminals.
b) All messages except those from Special Terminals.

Cross-reference Confidential Reception: see page 71.

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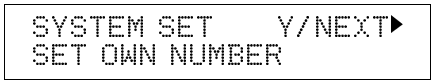
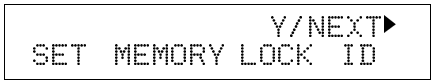
Storing a Memory Lock ID

This can be any four-digit code (using digits 0 to 9), except 0000.

1. **Function 6 2 2 2 2 6 1** and **Yes**.



2. Press ▶ until the screen is as shown opposite.



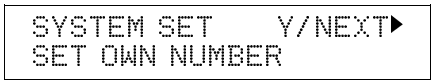
3. **Yes**.

4. Input the Memory Lock ID that you will be using.
   Example: **6 7 5 4** from the ten keypad.

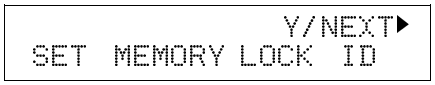
5. Store the ID: **Yes** and **Function**.

Editing the Memory Lock ID

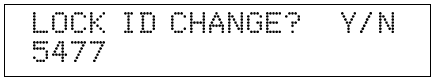
1. **Function 6 2 2 2 2 6 1** and **Yes**.



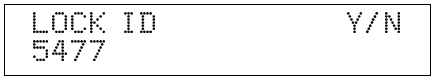
2. Press ▶ until the screen is as shown opposite.



3. **Yes**.



4. **Yes**.



5. **No** and input a new number.

6. Yes and **Function**.

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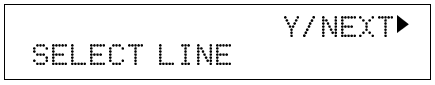
Switching Memory Lock On/Off

Before you can use Memory Lock, you have to switch it on using Function 62.

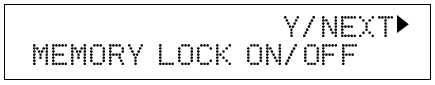
After you switch Memory Lock on, (MEMORY LOCK) will appear on the display when the machine is in standby mode.

NOTE: If you switch Memory Lock on, Forwarding will be automatically disabled.

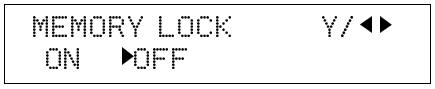
1. **Function 6 2 2 2 2 6 2** and **Yes**.



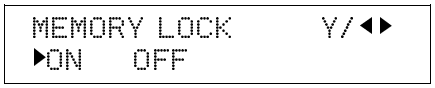
2. Scroll through the features with ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.



5. Finsh: **Yes** and **Function**.

If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See page 78.

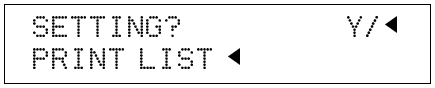
Programming Special Terminals for Memory Lock

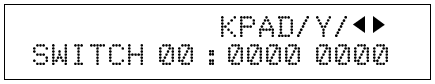
If you would like to receive information from only select locations into Memory Lock, you can program the RTI codes or CSI codes of those locations. A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI or a CSI. When you specify the senders for Memory Lock, you must program a list of these codes. Program the list using Function 81 called "Special Terminal" (see page 101).

Selecting Which Messages to Lock in Memory

You have to select either to:
❒ Only Lock messages from Special Terminals.
❒ Lock all messages except those from Special Terminals.

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   At this time, you can print a User Parameter List if you press ◀ and **Start**.
2. **Yes**.





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3. The settings for switch 00 are now shown on the bottom line of the display.
4. Press ▶ until the settings for switch 09 are shown.

```
                KPAD/Y/◀▶
SWITCH 09 : 0000 0000
```

5. The setting that you need to change is that for digit 1 (double underlined). Set as shown opposite.

If you want to lock messages in memory only from special terminals:

SWITCH 09 : 0000 0001

If you want to lock all incoming messages, except those from special terminals:

SWITCH 09 : 0000 0011

6. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Memory Lock on/off (Function 62)	Switch 09 Digit 7 (Function 63)	Result
Empty	On	×	All messages are locked in memory.
Empty/Not empty	Off	×	No messages are locked in memory.
Not empty	On	0	Only messages from special terminals are locked in memory.
Not empty	On	1	All messages are locked in memory **except** those from special terminals.

Printing a Memory-Locked Message

If the Receive File indicator is blinking, a message has been stored using Memory Lock. Print it using the following procedure.

1. **Function 5 5** and **Yes**.

```
LOCK ID              KPAD
■■■■
```

2. Input the Memory Lock ID.
   Example: **4 6 3 3** from the ten keypad.

```
LOCK ID          START/N
4633
```

3. **Start**.

NOTE: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.
To print the message using the Confidential Reception, see page 71.

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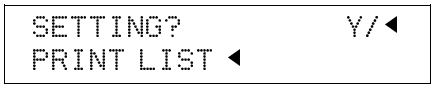
Rejection of Messages from Unidentified Senders

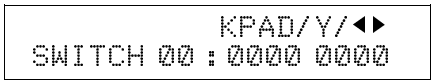
If you wish, you can make the machine reject incoming messages that require storage to your machine's memory, if they are not accompanied with an identifier such as the RTI or CSI. Features that would be affected are Substitute Reception, Memory Lock, and Confidential Reception, Forwarding, and Action as a Transfer Station.

The procedure is as follows (see page 168 if you need more information about the User Parameter settings adjustment procedure).

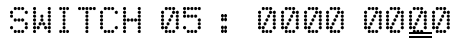
1. **Function 6 2 2 2 2 6 3** and **Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◀ and **Start**.



2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 05 are shown.
   The setting that you need to change is that for digit 1.



Digit 1 (Double underlined)
0: Messages are not rejected.
1: Messages are rejected.

4. If you wish to change the setting, press **1** on the ten keypad.
5. Finish: **Yes** and **Function**.

Cross-references

Substitute Reception: see page 38.
Memory Lock: see page 74.
Confidential Reception: see page 71.
Forwarding: see page 82.

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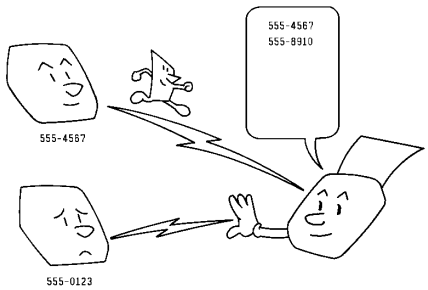
Authorized Reception

Overview

This feature helps you to reject junk fax mail. It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.



To authorize reception from a particular sender:

❒ Switch Authorized Reception on. (Function 62)

❒ Specify the senders whose messages you want to shut out (Function 81). Do this by programming the RTI's or CSI's as Special Terminals. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a TCR and read off the RTI/CSI.)
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.

❒ Select whether to accept: (Function 63)
a) Only Messages from Special Terminals.
b) All Messages except those from Special Terminals.

If the RTI/CSI is not the same as any of those that you have programmed into this feature, the message will not be accepted.

The number of RTI/CSI's that you can store for use with this feature is limited to 30. However, you can use Wild Cards to extend the number of RTI/CSI's that you can specify.

NOTE: If you turn Authorized Reception on and you do not program any Special Terminals, your machine will not accept any messages.
If one of the Special Terminals changes their RTI/CSI, you have to change the stored RTI/CSI also. Otherwise, your machine cannot identify the sender as a Special Terminal. So, you will not be able to accept any more messages from that sender any more under the current machine setting.

Cross-references
RTI and CSI: see page 189.
Wild Cards: see page 91.
TCR: see page 123.

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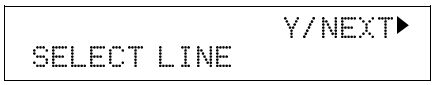
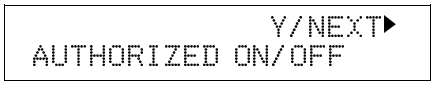
Switching Authorized Reception On/Off

Before you use Authorized Reception, you have to switch it on using Function 62. If it is switched off, the machine will accept any incoming fax message.

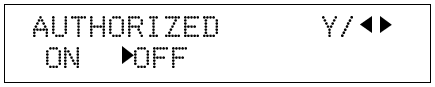
1. **Function 6 2 2 2 2 6 2** and **Yes**.



2. Scroll through the list of features with ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.
5. Finish: **Yes** and **Function**.

Programming the Special Terminals for Authorized Reception

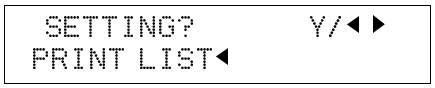
A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI code or a CSI code. When you specify the senders for memory lock, you must program a list of these codes. Program the list using Function 81 called "Special Terminal" (see page 101).

Selecting Whether to Accept or Reject Messages from Special Terminals

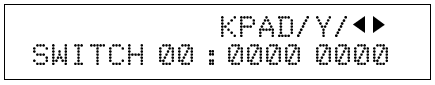
You can select either to:

- ❒ Only accept messages from Special Terminals (i.e. reject all others).
- ❒ Accept all messages except those from Special Terminals (i.e. reject Special Terminals).

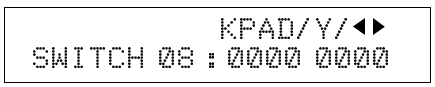
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 08 are shown.
   The setting that you need to change is digit 3 (double underlined).



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4. Set as shown opposite.
   Press **3** on the ten keypad to change the setting of digit 3.

If you only want to accept incoming messages from the Special Terminals:

SWITCH 08 : 0000 0100

If you want to accept all incoming messages except those from the Special Terminals:

SWITCH 08 : 0000 1100

5. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Authorized Reception on/off (Function 62)	Switch 08 Digit T3 (Function 63)	Result
Empty	On	X	No messages are received.
Empty/Not empty	Off	X	All messages are received.
Not empty	On	0	Only messages from Special Terminals are accepted.
Not empty	On	1	All messages are accepted **except** those from Special Terminals.

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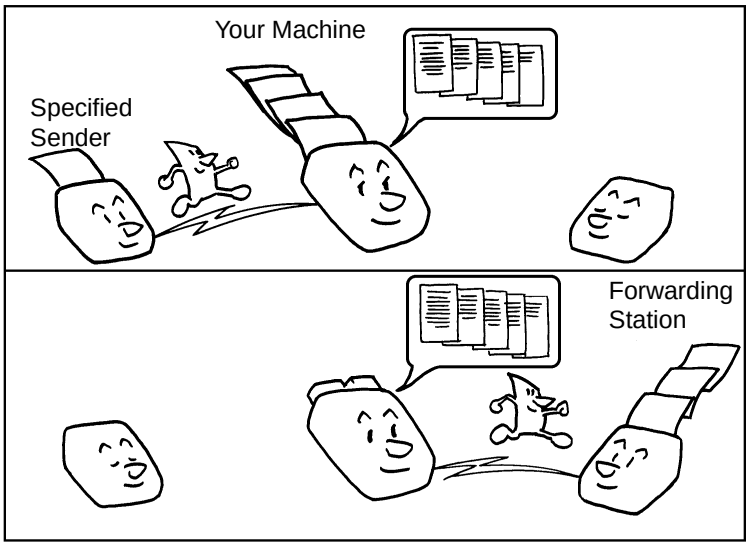
Forwarding (Feature Expander Required)

Overview

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called "Forwarding Terminals".

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.



To set up Forwarding, program your machine as follows:

❒ Switch Forwarding on (Function 62).

❒ Program the phone numbers of the Forwarding Terminals that you will pass on messages to, together with the list of specified senders for each number. (Function 82)

❒ Specify the senders whose messages you want to forward. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a TCR and read off the RTI/CSI.)
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes. (Function 87)

❒ Select the messages to forward (Function 63):
a) All messages from specified senders.
b) All messages except those from specified senders.

❒ Decide whether you want your machine to automatically print messages that it forwards (Function 63).

❒ Select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the print out.

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If the RTI/CSI of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

Cross-references
RTI and CSI: see page 189. Wild Cards: see page 91.
TCR: see page 123.

Programming the Forwarding Feature

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

1. **Function 6 2 2 2 2 8 2** and **Yes**.
   To print a list, press ▶.

```
SETTING?          Y/◀ ▶
PRINT LIST ◀ /SEARCH ▶
```

2. **Yes**.

```
FORWARD       KPAD/◀▶
```

3. Store a forwarding station number.
   Example: **2 1 2 5 5 5 1 2 3 4**
   If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine. Press **Yes**.

```
FORWARD    KPAD/Y/N
2125551234
```

4. Either:
   - ❒ If you wish **all** incoming messages to be forwarded to this station: **No**. Do not store any RTIs/CSIs for it.
   - ❒ If you only wish messages from certain senders to be forwarded to this station:
     Input their RTI's or CSI's (messages from senders other than these will not be forwarded to this station): **Yes** and go to step 5.

```
FORWARD             Y/N
SET RTI/  CSI?
```

```
RTI/CSI         ABC Y/N
```

5. Type in an RTI or CSI.

```
RTI/CSI         ABC Y/N
XYZ COMPANY
```

? For how to enter characters, see page 166.

6. **Yes**.

```
RTI/CSI             Y/N
STORE AS WILD CARD?
```

7. Either:
   - ❒ Store this RTI as a wild card: **Yes**.
   - ❒ Otherwise: **No**.

```
FORWARD             Y/N
SET RTI/  CSI?
```


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8. Either:
   - ❒ If you want to store another RTI/CSI, press **Yes** and go to step 5.
   - ❒ Otherwise: **No** and go to step 9.
9. Either:
   - ❒ Store another forwarding station; go to step 3.
   - ❒ Finish: **Function**.

```
FORWARD       KPAD/◄►
```

Editing or Deleting the Forwarding Feature

1. **Function 6 2 2 2 2 8 2** and **Yes**.

```
SETTING?            Y/◄►
 PRINT LIST ◄
```

2. Press ► until the forwarding station number you wish to edit appears. Then press **Yes**.

```
FORWARD       KPAD/Y/N
2125551234
```

3. Either:
   - ❒ Erase this forwarding station's number and all RTI's/CSI's stored with it:
     Press **No**, then **Yes** to erase. Then press **Function**.

```
FORWARD             Y/N
SET RTI/  CSI?
```

   - ❒ If you change the forwarding station's telephone number; Edit this forwarding station's telephone number and press **Yes**. Then go to step 4.

```
FORWARD       KPAD/Y/N
2125552234
```

   - ❒ If this forwarding station's telephone number is correct: **Yes**. Go to step 4.

```
FORWARD             Y/N
SET RTI/CSI?
```

4. Either:
   - ❒ If you want to change the RTI/CSI; **Yes** and go to step 5.

```
RTI/CSI          ABC ◄►
```

   - ❒ If you don't want to change the RTI/CSI: **No** and go to step 2 to edit another forwarding number. (If you have finished editing, press **Function**.)
5. Either:
   - ❒ To add RTIs/CSIs to this number: Input an RTI/CSI and press **Yes**. Then go to step 7.

```
RTI/CSI       ABC  Y/N
XYZ COMPANY
```


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❒ To edit RTI's/CSI's allocated to this number: press ▶ until the RTI/CSI you wish to edit appears. Then press **Yes**. Go to step 6.

```
RTI/CSI CHANGE? Y/◀▶
XYZ COMPANY
```

6. Either:
   ❒ Edit the RTI/CSI and press **Yes**. Then go to step 7.
   ❒ To delete the RTI/CSI: **No** and **Yes**. Then go to step 5.

```
RTI/CSI              Y/N
STORE AS WILD CARD?
```

Caution: If you delete all the RTI's and CSI's for a forwarding station, you must also delete the forwarding station (see step 3). **If you do not do this, all incoming messages will be forwarded to that station.**

7. To store it as a wild card: **Yes**. Otherwise: **No**.

```
FORWARD              Y/N
SET RTI/CSI?
```

8. Either:
   ❒ Edit or input another RTI/CSI for this forwarding station: Press **Yes** and Go to step 3.
   ❒ To work on another forwarding station: press **No**. Go to step 2.
   ❒ Finish: **Function**.

NOTE: If you switch the forwarding on and program no RTI's/CSI's, all incoming messages are forwarded.

Switching Forwarding On/Off

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

After you switch Forwading on, 〈FORWARD〉 is displayed on the operation panel when the machine is in standby mode.

NOTE: Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.

1. **Function 6 2 2 2 2 6 2** and **Yes**.

```
                    Y/NEXT▶
SELECT LINE
```

2. Scroll through the list of features with ▶ until the screen is as shown as opposite.

```
                    Y/NEXT▶
FORWARDING ON/OFF
```

3. **Yes**.

```
FORWARDING          Y/◀▶
 ON    ▶OFF
```


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4. Change the on/off setting by pressing ◀ or ▶.

5. Finish: **Yes** and **Function**.

Selecting which Messages to Forward

You have to select one of the following two things.
❒ Forward messages only from specified senders.
or
❒ Forward messages except those from specified senders.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◀
PRINT LIST◀
```

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

```
              KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 08 are shown.
   The settings that you need to change is digit 7 (double underlined).

If you want to forward all incoming messages from special terminals.

```
SWITCH 08 : 0100 0000
```

4. Set as shown opposite.

   Press **7** of the ten keypad to change the setting of digit 7.

If you want to forward all incoming messages except those from special terminals.

```
SWITCH 08 : 1100 0000
```

5. Finish: **Yes** and **Function**.

Switching Local Printing On/Off

When you first switch Forwarding on, messages that your machine passes on are not printed by your machine. If you turn this function on however, they will be printed.

1. Press **Function** and **6**, **2**, **2**, **2**, **2**, **6**, **3** using the ten keypad, then press **Yes**.

```
SETTING?          Y/◀▶
PRINT LIST ◀
```

2. Press **Yes**, then press ◀ and ▶ until the settings for Switch 11 are displayed. Change the setting of digit 6.

```
              KPAD/◀▶
SWITCH 11: 0000 0000
```


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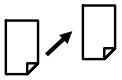
3. If you wish to change the setting, press 6 using the ten keypad.

SWITCH 11 : 0100 0000

Digit 6 (Double underlined)
0: Local Printing Off
1: Local Printin On

4. Finish: Press **Yes**, then press **Function**.

Enabling and Disabling the Forwarding Mark



The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, do the following procedure. (See page 168 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

SETTING? Y/◄
PRINT LIST◄

2. **Yes**.
The settings for switch 00 are now shown on the bottom line of the display.

KPAD/Y/◄►
SWITCH 00 : 0000 0000

3. Press ► until the settings for switch 02 are shown.
The setting that you need to change is digit 0.

SWITCH02 : 0000 0001

Digit 0 (Double underlined)
0: Forwarding Mark is Off.
1: Forwarding Mark is On.

4. If you wish to change the setting, press **0** on the ten keypad.

5. Finish: **Yes** and **Function**.

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Specified Cassette Selection (Optional Paper Feed Cassette Required)

Overview

This feature is only available if your machine has the Lower Cassette. Using this feature, you can select fax messages from certain senders to be printed from a specified cassette.

Example:
Put yellow paper in the specified cassette. Then, messages from the head office can be printed out on yellow paper; this will make it easy for you to see when a message from head office has arrived.

❒ Program the senders you want to print from the specified cassette (Function 81). Do by this by programming the RTI's or CSI's as Special Terminals. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a TCR, and read off the RTI/CSI.)
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
❒ Switch Specified Cassette Selection on. (Function 62)
❒ Select which messages to print using paper from the specified cassette(Function63):
a) Only messages from special terminals.
b) All messages except those from Special Terminals.

NOTE: If one of the senders changes their RTI/CSI, you have to change the stored RTI/CSI also. Otherwise, messages from that sender will no longer be sent to the required cassette.

Cross-references
RTI and CSI: see page 189.
Wild Cards: see page 91.
TCR: see page 123.

NOTE: ❒ Messages from senders that have RTI/CSIs that match those that were input using the above procedure will be printed using the specified paper cassette.

❒ First of all, you must programming Special Terminals for cassette selection. (Function 81)

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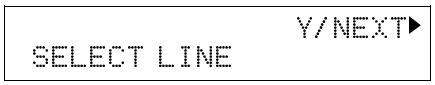
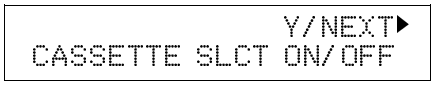
Switching Cassette Selection On or Off

Before you can print messages from specified cassette, you have to switch it on using Function 62

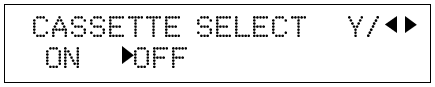
1. **Function 6 2 2 2 2 6 2** and **Yes**.



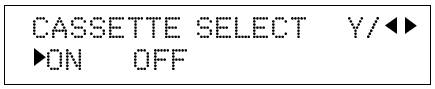
2. Scroll through the list of features with ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.



5. Finish: **Yes** and **Function**.

Programming the Special Terminals for Cassette Selection

To program the list of senders, see "Entering a List of Senders to Treat Differently (Function 81 Special Terminals)" on page 101.

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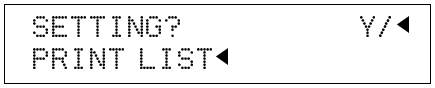
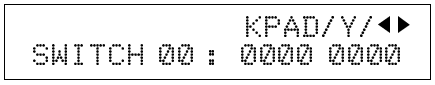
Choosing how to Treat the Special Terminals

You have to select one of the following two things
❒ Only messages to print using paper from the specified cassette
or
❒ All messages except those from special terminals.

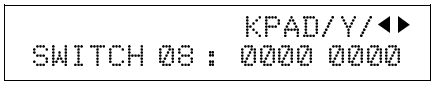
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 08 are shown.



   The settings that you need to change is digit 5 (double underline).
   Press **5** of the ten keypad to change the setting of digit 5.

4. Choose the setting you need (see opposite).

SWITCH 08 0001 0000

When you want to print fax messages from special terminals using the main cassette.

SWITCH 08 0011 0000

When you want to print fax messages except those from special terminals using the main cassette.

5. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Specified Cassette Selection (Function 62)	Switch 08 Digit 5 (Function 63)	Result
Empty	On	Either	Print all incoming fax messages using specified cassette.
Empty/Not empty	Off	Either	Print all incoming fax messages using normally used cassette.
Not empty	On	0	Print special terminals' messages using the main cassette, but don't print any others with the cassette.
Not empty	On	1	Don't print special terminals' messages using the main cassette, but print all others with the cassette.

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Wild Cards

This feature greatly enhances the effectiveness of the following features:
- ❒ Authorized Reception
- ❒ Forwarding
- ❒ Memory Lock
- ❒ Multi Copy
- ❒ Specified Cassette Selection

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTI's for these features, you can program wild cards to greatly expand the number of terminals that you can specify.

Example:
If you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

CAUTION
This feature cannot recognize spaces.
Example:
If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

Cross-references
Authorized Reception: see page 79.
Forwarding: see page 82.
RTI and CSI: see page 189.

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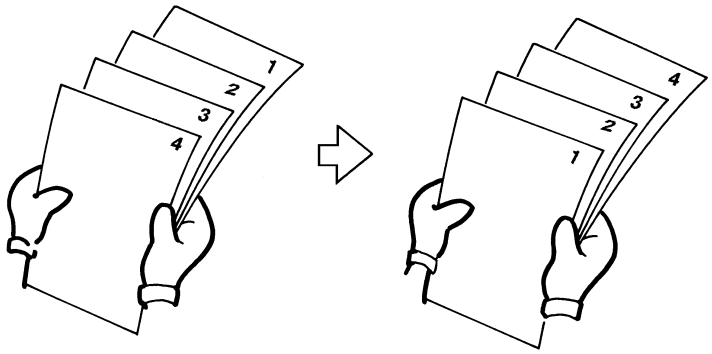
Reverse Order Printing (Feature Expander Required)



Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and more convenient for reading them.

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, do the following procedure. (See page 168 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

2. **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

```
          KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 10 are shown.

```
          KPAD/Y/◀▶
SWITCH 10 : 0000 0000
```

4. The setting that you need to change is digit 0 (double underlined).

```
SWITCH 10 : 0000 0001
```

Digit 0 (Double underlined)
0: This feature is Off.
1: This feature is On.

5. If you wish to change the setting, press **0** on the ten keypad.

6. Finish: **Yes** and **Function**.

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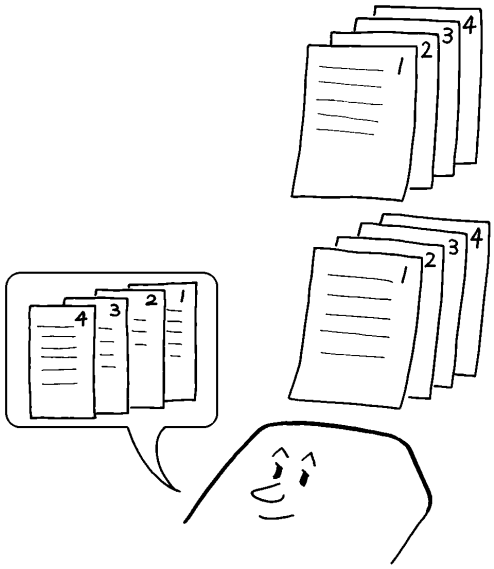
Multi-copy Document Reception (Feature Expander Required)

Using this feature, more than one copy of each incoming fax message can be printed. You may also choose to have more than one copy from only select senders. This feature eliminates the extra steps needed to have someone make photocopies.



For example, if you switch this feature on overnight, you will not have to make distribution copies of the messages that came in during the night. However, the paper in the cassette will be used up much faster.

To use Multi-copy Document Reception, you must first:
- ❒ Switch Multi-copy on. (Function 62)
- ❒ Set the number of copies. (Function 83)
- ❒ Switch reverse order printing on. (See page 92.)

If you wish to specify the senders whose messages are Multi-copied:
- ❒ Specify the senders whose messages you want to Multi-copy (Special Terminals). Do this by programming the RTI's or CSI's of these senders (Function 81).
- ❒ Select the messages to Multi-copied: (Function 63)
  a) All messages from Special Terminals.
  b) All messages except those from Special Terminals.

Cross-reference
Reverse Order Printing: see page 92. Copying an Original: see page 119.

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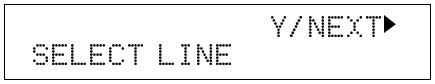
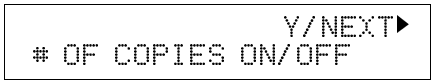
Switching Multi-copy Document On or Off

Before you can make multiple copies, you have to switch it on using Function 62.

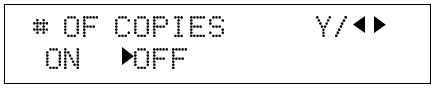
1. **Function 6 2 2 2 2 6 2** and **Yes**.



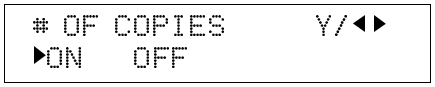
2. Scroll through the list of features with ▶ until the screen is as shown opposite.



3. **Yes**.



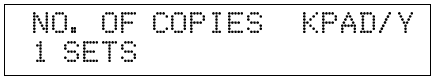
4. Change the on/off setting by pressing ◀ or ▶.



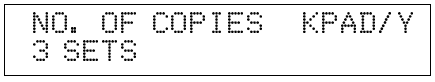
5. Finish: **Yes** and **Function**.

Setting the Number of Copies

1. **Function 6 2 2 2 2 8 3** and **Yes**.



2. Input the number of copies that you need, then press **Yes**.
   Copies of incoming faxes will be collated.



NOTE: Maximum number of copies: 9
To use Multi-copy Document Reception, you must switch Reverse Order Printing on. See page 92 for how to do this.

3. **Function**.

Programming the Special Terminals to Make Multi-copies

To program the list of senders, see "Entering a List of Senders to Treat Differently (Function 81 Special Terminals)" on page 101.

Choosing How to Treat the Special Terminals

You have to select one of the following two things
❒ Make multiple copies of messages from Special Terminals
or
❒ Make multiple copies of all messages except those from Special Terminals.

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1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST◄
```

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

```
             KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 08 are shown.

```
             KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

   The settings that you need to change are digit 1 (double underline).
   Press **1** of the ten keypad to change the setting of digit 1.

```
SWITCH 08 0000 0001
```

   When you want to make multiple copies of incoming messages only from special terminals.

4. Set as shown opposite.

```
SWITCH 08 0000 0011
```

   When you want to make multiple copies of all incoming messages except those from special terminals.

5. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Multi Copy on/off (Function 62)	Switch 08 Digit 1 (Function 63)	Result
Empty	On	×	All messages are Multi-copied.
Empty/Not empty	Off	×	No messages are Multi-copied.
Not empty	On	0	Only messages from special terminals are Multi-copied.
Not empty	On	1	All messages are Multi-copied **except** those from special terminals.

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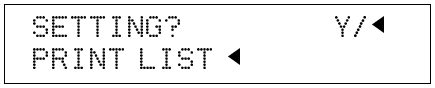
Printing a Center Mark

If you switch this feature on, a mark is printed halfway down each received page on the left hand side. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

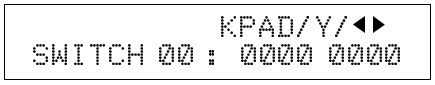
The center mark is not printed when you use the machine for making copies.

To switch this feature on, do the following. (See page 168 if you need more information about the User Parameter settings adjustment procedure).

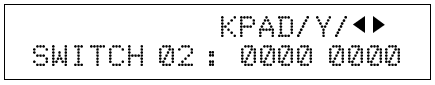
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 02 are shown.



   The setting that you need to change is digit 1 (double underlined).

SWITCH02 : 0000 0010

Digit 1 (Double underlined)
0: The center mark will not be printed.
1: The center mark will be printed.

4. If you wish to change the setting, press **1** on the ten keypad.
5. Finish: **Yes** and **Function**.

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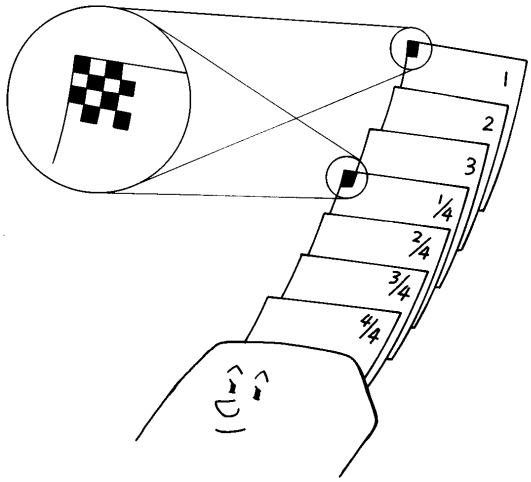
Checkered Mark



The machine prints a checkered mark in the top left corner of the first page of received messages. Using this mark, you can find the first page easily. This makes it easier for you to separate the messages that are lying in the copy tray.

To switch this feature on or off, do the following. (See page 168 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST ◄
```

2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

```
                KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 02 are shown.

```
                KPAD/Y/◄►
SWITCH 02 : 0000 0000
```

   The setting that you need to change is digit 4 (double underlined).

```
SWITCH02 : 0001 0000
```

Digit 4 (Double underlined)
0: The Checkered Mark will not be printed.
1: The Checkered Mark will be printed.

4. If you wish to change the setting, press **4** on the ten keypad.
5. Finish: **Yes** and **Function**.

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Reception Time

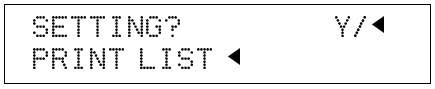
When you receive a message, the time is printed at the bottom of the page. However, this is the time at the transmitting end or printing end. To check the local time, you have to print the TCR.

However, if you switch on Reception Time, the local time is also printed at the bottom of on each page that you receive. The time is taken from your machine's internal clock, and is the same as the time that will be printed on the TCR. Switch this feature on if you often receive fax messages from other countries.

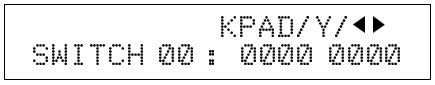
Cross-references
TCR: see page 123. Date and Time: see page 188.

To switch this feature on, do the following. (See page 168 if you need more information about the User Parameter settings adjustment procedure).

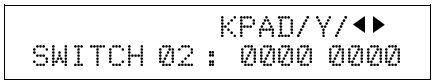
1. **Function 6 2 2 2 2 6 3** and **Yes**.



2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 02 are shown.



The setting that you need to change is digit 2 (double underlined).

Digit 2 (Double underlined)
0: The Reception Time will not be printed.
1: The Reception Time will be printed.

4. If you wish to change the setting, press **2** on the ten keypad.
5. Finish: **Yes** and **Function**.

Reducing the Page Length

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page, if the image length is within the following limits.

Paper size in the cassette	Maximum reducible incoming page length
Letter (11")	14.4"
Legal (14")	16.2"

If the received image is longer than the above limits, there is no reduction and the image is split up and printed on two sheets of paper. Normally, the last 0.4 inch of the received image will be repeated at the beginning of the next page.

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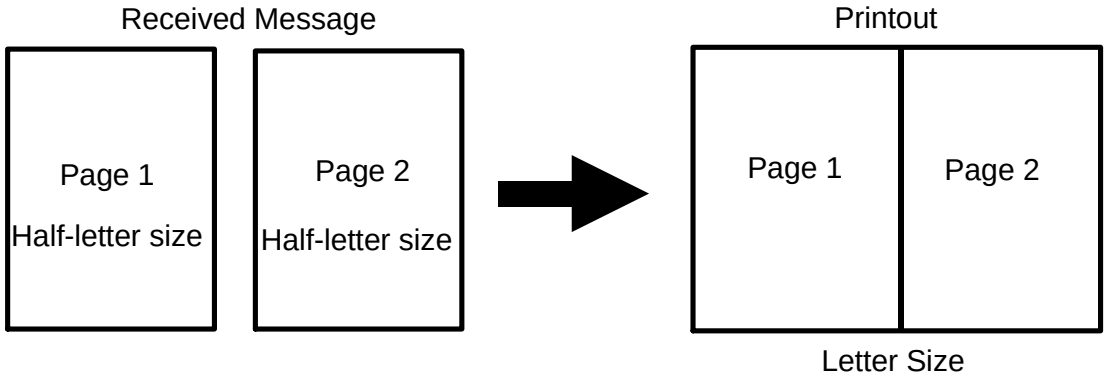
However, if you wish, the second page can continue from where the first page ended.

Contact your service representative if you require any adjustments to this feature.

Two in One (Into 1)



This feature helps you conserve paper. If the size of the incoming page is half the size of the paper in the cassette, the machine will print out two pages on one sheet of paper.

In the example shown above, somebody is sending your machine two sheets of half-letter sized paper and your machine is printing them out on one letter sized sheet.

NOTE: If the sender specifies different resolution, contrast or halftone settings for each page, these will not show up using this feature.

To switch this feature on, do the following. (See page 168 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST ◄
```

2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

```
              KPAD/Y/◄►
SWITCH 10 : 0000 0000
```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3. Press ▶ until the settings for switch 10 are shown.

   The setting that you need to change is digit 1 (double underlined).

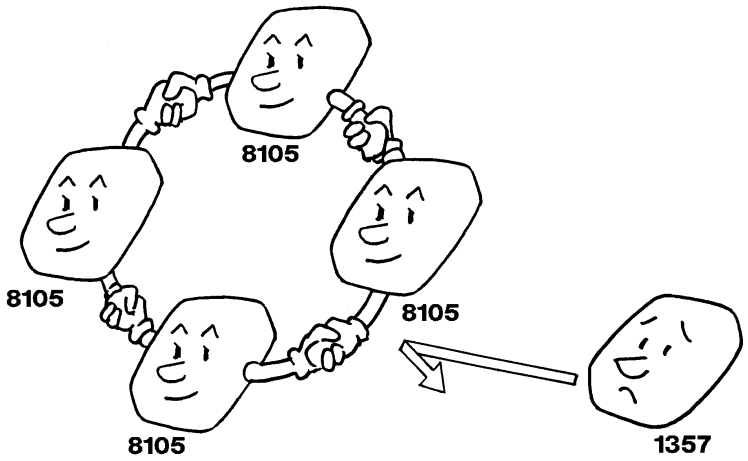
```
                KPAD/Y/◀▶
SWITCH 10 : 0000 0000
```

SWITCH10 : 0000 0010

Digit 1 (Double underlined)
0: Two in One is disabled.
1: Two in One is enabled.

4. If you wish to change the setting, press **1** on the ten keypad.
5. Finish: **Yes** and **Function**.

Closed Network (Reception)



This feature may help you to prevent reception of excessive junk fax mail.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

NOTE: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

If you are interested in this feature, contact your service representative.

Cross-references
ID Codes: see page 46.

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Entering a List of Senders to Treat Differently (Function 81: Special Terminals)

You can enter a list of up to 50 identifications (RTI, CSI and wild cards) for senders you wish to treat differently. For instance, for each identification in the list, you have the following options.

- ❒ Authorized Reception: You can accept their calls and reject all others (or vice-versa) with the Authorized Reception setting. (See page 79.)
- ❒ You can choose to make multiple copies of their messages. (See page 93.)
- ❒ Memory Lock: You can choose to lock their messages in memory. (See page 74.)
- ❒ Specified Cassette Selection: You can choose to print their messages from the specified cassette.

Programming the list of senders

1. **Function 6 2 2 2 2 8 1** and **Yes**.
   At this time, you can print an Special Terminal List by pressing ◀ and **Start**.

   ```
   SETTING?          Y/◀
   PRINT LIST ◀
   ```

2. **Yes**.

   ```
   RTI/CSI     ABC   ◀▶
   ```

3. Enter RTI or CSI using the Quick Dial key and the ten keypad.
   Example: XYZ COMPANY

   ```
   RTI/CSI     ABC   Y/N
   XYZ COMPANY
   ```

   ? How to enter the characters, see page 166.

4. **Yes**.

   ```
   RTI/CSI           Y/N
   STORE AS WILD CARD?
   ```

5. Either:
   ❒ Store this RTI as a wild card: **Yes**.
   ❒ Otherwise: **No**.

   ```
   SET AUTHORIZED  Y/◀▶
    ON  ▶OFF
   ```

6. Select whether you set this RTI/CSI as the special terminal for authorized reception using ◀ or ▶. (if yes: ON, if no: OFF)

   ```
   SET AUTHORIZED  Y/◀▶
   ▶ON   OFF
   ```

7. **Yes**.

   ```
   SET # OF COPIES Y/◀▶
    ON   ▶OFF
   ```

8. Select whether you set this RTI/CSI as the special terminal for multi copy using ◀ or ▶. (if yes: ON, if no: OFF)

   ```
   SET # OF COPIES Y/◀▶
   ▶ON   OFF
   ```

9. **Yes**.

   ```
   SET MEM. LOCK   Y/◀▶
    ON   ▶OFF
   ```

10. Select whether you set this RTI/CSI as the special terminal for Memory Lock using ◀ or ▶. (if yes: ON, if no: OFF)

    ```
    SET MEM. LOCK   Y/◀▶
    ▶ON   OFF
    ```


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11. **Yes**.

```
SET CASSE SLT     Y/◀▶
 ON  ▶OFF
```

12. Select whether you set this RTI/CSI as the special terminal for specified Cassette Selection using ◀ or ▶. (if yes: ON, if no: OFF)

```
SET CASSE SLT     Y/◀▶
 ON  ▶OFF
```

13. **Yes**.

```
RTI/CSI     ABC    ◀▶
```

14. Either:
    - ❒ To program another special terminal; go to step 3.
    - ❒ To finish; **Function**.

Editing the RTI/CSI for the Special Terminals

1. **Function 6 2 2 2 2 8 1** and **Yes**.

```
SETTING?          Y/◀▶
PRINT LIST ◀ /SEARCH ▶
```

2. Press ▶ scroll through the list. When RTI/CSI you want to change appears, press **Yes**.

```
RTI/CSI     ABC    ◀▶
XYZ COMPANY
```

3. Edit the RTI or CSI and press **Yes**.

```
RTI/CSI           Y/N
STORE AS WILD CARD?
```

? How to edit: see page 166.

4. Either:
    - ❒ Store this RTI as a wild card: **Yes**.
    - ❒ Otherwise: **No**.

```
SET AUTHORIZED   Y/◀▶
 ON  ▶OFF
```

5. Select whether you set this RTI/CSI as the special terminal for Authorised reception using ◀ or ▶. (if yes: ON, if no: OFF)

```
SET AUTHORIZED   Y/◀▶
▶ON   OFF
```

6. **Yes**.

```
SET # OF COPIES  Y/◀▶
 ON  ▶OFF
```

7. Select whether you set this RTI/CSI as a special terminal Multi-copy using ◀ or ▶. (if yes: ON, if no: OFF)

```
SET # OF COPIES  Y/◀▶
▶ON   OFF
```

8. **Yes**.

```
SET MEM. LOCK    Y/◀▶
 ON   ▶OFF
```

9. Select whether you make this RTI/CSI as the special terminal for the Memory Lock using ◀ or ▶. (if yes: ON, if no: OFF)

```
SET MEM. LOCK    Y/◀▶
▶ON   OFF
```


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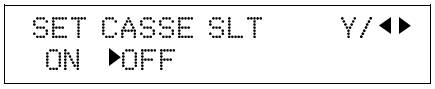
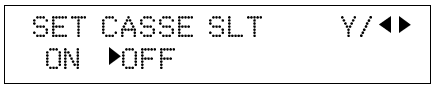
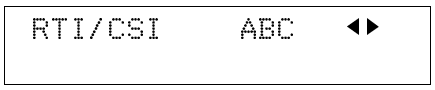
10. **Yes**.



11. Select whether you set this RTI/CSI as the special terminal for specified Cassette Selection using ◀ or ▶. (if yes: ON, if no: OFF)



12. **Yes**.



13. Either:
    - ❒ To edit another special terminal; go to step 2.
    - ❒ To finish; **Function**.

Erasing the Special Terminal

1. **Function 6 2 2 2 2 8 1** and **Yes**.

2. Press ▶ scroll the RTI/CSI. And the RTI/CSI you want to change appears, press **Yes**.

3. Press **No** and **Yes**.
4. **Function**.

Some features which are concerned with the special terminals (Authorized Reception, Multi-Copy and Memory Lock) or Forwarding cannot be available for the same RTI/CSI. The following matrix indicates which feature is available for the same RTI/CSI.

	1	2	3	4
1. Authorized Reception		✔	✔	✔
2. Multi-Copy	✔		▲	✔
3. Memory Lock	✔	◀		◀
4. Forwarding	✔	✔	▲	

✔: Both features are available

▲ ◀: Only the feature of arrow's direction is available

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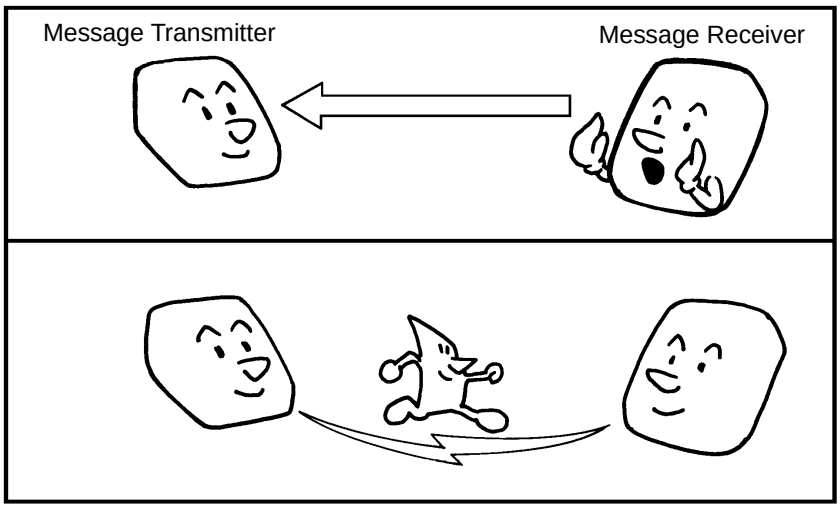
OTHER

Calling to Request a Message (Polling)

Overview

Polling means "picking up" a document that has been left for you at a remote fax terminal. You can also leave a document in your machine's memory for other machines to poll from you.



- ❒ With polling, telephone line costs are charged to the person receiving the message (the Message Receiver).
- ❒ Polling can only be used when both machines have the Polling feature.

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Leaving a Document to be Picked Up by Others (Polling Transmission)

Use Polling Transmission when you wish to leave a document in the memory for others to pick up.

You cannot specify the telephone number of the Message Receiver (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

Free Polling: Anybody can poll the message from the polled machine's memory.

Secured Polling: The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

Stored ID Override: There are two ways to use this feature:

- ❒ If your ID Code is different from that of the other terminal, you can use the other terminal's ID Code just for this transmission (ask the other terminal's operator what their ID Code is). Your machine's stored ID Code will be ignored.
- ❒ For extra security, both parties can specify an ID Code just for this communication. The ID Codes of both machines will be ignored. All communicating parties need to coordinate their ID Codes in this case.

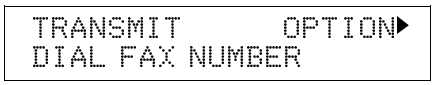
Only one document can be stored in the memory for Free Polling, and only one can be stored for Secured Polling. However, with Stored ID Override, you can store more than one file, but you must use a different ID for each file.

Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer.

Cross-reference
ID Code: see page 46.

Free Polling

1. Place your document in the feeder.



2. **Function 1 5** and **Yes**.

? See page 108 for the options that are available with Polling Transmission.

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3. **Start**.
   - ❒ Your fax message is stored and held on polling standby.

NOTE: If you see "ALREADY INPUT", you already have a message on Free Polling Standby.
- ❒ To clear the old message: Clear the old polling transmission file using function 23 (see page 111). Then start from the step 1 again.

Secured Polling

1. Place your document in the feeder.

```
TRANSMIT      OPTION ▶
DIAL FAX NUMBER
```

2. **Function 1 4** and **Yes**.

```
POLLING TRANS   OPT ▶
PUSH START
```

NOTE:
If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 4 in "Stored ID Override" on the next page.

3. **Start**.
   - ❒ Your fax message is stored and held on polling standby.

NOTE: If you see "ALREADY INPUT" you already have a message on Secured Polling Standby.
- ❒ To erase the old message: Clear the old polling transmission file using function 23 (see page 111).
- ❒ To keep the old message: Input an ID code in the same way as for step 3 in "Stored ID Override" below.

Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

1. Place your document in the feeder.

```
TRANSMIT      OPTION ▶
DIAL FAX NUMBER
```

2. **Function 1 4** and **Yes**.

```
POLLING TRANS   OPT ▶
PUSH START
```

3. Press ▶ until the screen is as shown opposite.

```
SET OPTION        Y/▶
SET POLLING ID?
```


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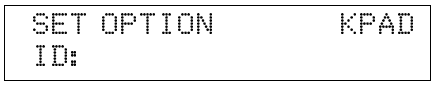
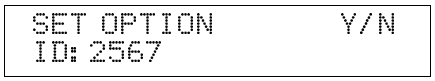
4. **Yes**.



5. Enter the ID code that you wish to use for this message.
   Example: **2 5 6 7** from the ten keypad.
   NOTE: If you see "ALREADY INPUT" you already have a message on Secured Polling standby.
   - ❒ To erase the old message: Clear the old polling file by Function 23 (see page 111).
   - ❒ To keep the old message, repeat the procedure from step 3.



6. **Yes**.

7. **Start**.
   - ❒ Your fax message is stored and held on polling standby.

NOTE: If you need to cancel a polling transmission operation, use Function 23 (see page 111).

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Options for Polling Transmission

When you store a document in memory for Polling Transmission, you also have the following options:

- ❒ Personal Code: This is the same as for normal transmission (see page 28)
- ❒ Page Count:This is the same as for normal transmission (see page 31)
- ❒ TTI On/Off: This is the same as for normal transmission (see page 32).
- ❒ Polling Standby Duration: There are two options.
  - ONCE: The message will be automatically erased from memory after it has been polled once.
  - KEEP: The message will be kept in memory until you erase it yourself using Function 63 (user parameters). While the message is in the memory, it can be polled at any time by as many terminals that need it.

The options are only available if OPT ▶ can be seen in the top right corner of the display:

1. Press ▶.

```
SET OPTION          Y/▶
SET PERSONAL CODE?
```

2. Scroll through the options using the ▶ on the scroll key. Select the option you want using **Yes**.
   Example: TTI on/off.
   The list of available options is as follows:
   - ❒ Personal Code
   - ❒ Page Count
   - ❒ TTI

```
SET OPTION          Y/▶
TTI PRINT?
```

3. If you wish to switch on or off (TTI), use ◀ and ▶ of the scroll key until the displayed setting is correct.
4. Either:
   - ❒ If you wish to switch other options (Personal Code or Page Count), press ▶ of the scroll key until the required option is shown. Then enter the personal code on page count.
   - ❒ Finish: **Yes** and **Function**.

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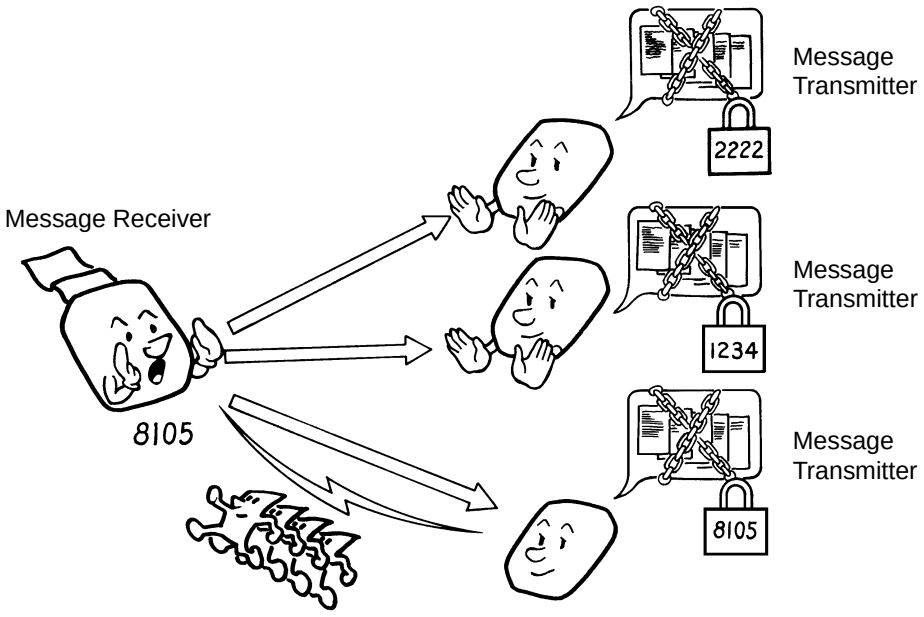
Picking Up Messages Stored Elsewhere (Polling Reception)



Use this feature when you wish to poll a message from another terminal.

You can poll documents from many terminals with only one operation (use Groups and Keystroke Programs to make the most out of this feature).

You have three options: Free Polling, Secured Polling, and Stored ID Override, as described for Polling Transmission (see page 105).

The maximum number of terminals that you can poll in one operation is 132.

Cross-references
ID Code: see page 46.
Groups: see page 194.
Keystroke Programs: see page 49.

Operating Procedure

1. **Function 1 1** and **Yes**.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

2. Dial number.

```
POLLING RECV Y/START
2125551234
```

3. **Yes**.
   If you want to dial more numbers, go to step 2.

```
POLLING RECV D/START
DIAL NEXT FAX NUMBER
```

4. **Start**.

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Stored ID Override Option

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

If OPTION ▶ is displayed:

1. Press ▶ until the screen is as shown opposite.
2. **Yes**.
3. Enter the ID code that you wish to use for this operation.
   Example: **2 5 6 7** from the ten keypad.
4. **Yes**.
5. **Dial** and press **Start**.

```
SET OPTION          Y/▶
SET POLLING ID?
```

```
SET OPTION        KPAD
ID:
```

```
SET OPTION          Y/N
ID:2567
```

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

For how to use other options, such as Send Later for delayed polling, see page 108 and the pages following that.

NOTE: In theory, you can poll up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 205 for more information concerning the limitations of this feature.

Continuous Polling Reception

If you wish to poll a number of destinations in a continuous cycle, switch this feature on. After the machine has polled all the specified destinations, it will start again from the first destination.

To switch on continuous polling reception, contact a service technician.

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File Management

Every time you store a fax message in your machine's memory, a new file is created. Each file is given a number. To see which files are currently in the memory, print a File List.

NOTE: A new file is also created for each Polling Transmission, Substitute Reception, and Confidential Reception.

Cross-reference	File List: see page 129.

Erasing a File from Memory

You can delete any of the memory files (except Confidential Reception files). This is useful if the memory is getting full and you need to make some space for an important job.

1. You can erase these kinds of file.

To Clear a:	Enter:
❒ Fax message file (Memory Transmission):	**Function 2 1** and **Yes**
❒ Instruction file (Polling Reception):	**Function 2 2** and **Yes**
❒ Fax message file (Polling Transmission):	**Function 2 3** and **Yes**

(Example: Using Function 21)

2. Either:
   - ❒ Print a list of files: ◀ and Start
   - ❒ Erase files: go to step 3.

```
FILE NO.     KPAD/◀▶
PRINT LIST◀/SEARCH▶
```

3. Either:
   - ❒ Scroll through the files on the display: ◀ or ▶ until the required file appears. And **Yes**.
   - ❒ If you know the file number, input it directly: **0 0 2** and **Yes**.

```
FILE NO. 002      Y/N
CLEAR?
```

4. Either:
   - ❒ Erase the file: **Yes**. Go to step 5.
   - ❒ Keep the file: **No**. Go to step 3.

5. Either:
   - ❒ Erase another file: **Yes** and go to step 3.
   - ❒ Finish: **Function**.

NOTE: You cannot erase files that were received using Confidential Reception.

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Printing a File

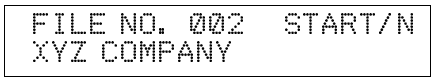
If you need to see the contents of any of the files, use this feature.

1. You can print these kinds of file:
   - ❒ Fax message file (Memory Transmission): **Function 5 1** and **Yes**.
   - ❒ Fax message file (Polling Transmission): **Function 5 2** and **Yes**.

   (Example: Using Function 51.)

2. Either:
   Print a list of files: ◄ and **Start**.
   Print the contents of files: **Yes** and go to step 3.

3. Either:
   - ❒ Scroll through the files on the display: ◄ or ► until the required file appears, then **Yes**.
   - ❒ If you know the file number, input it directly: 0 0 2 and **Yes**.



4. **Start**.

NOTE: This procedure does not work for Confidential Reception files.

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Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the print. This roller must already be hot when the paper passes under it. To maintain a temperature high enough to permit proper fusing, electricity is consumed. This facsimile is equipped with various energy saving modes to reduce the consumption of electricity while the machine is waiting for a fax message.
Letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up (a few minutes later).

Letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

If your fax machine enters Saving Energy mode, the lamp and display on the control panel will turn off.

Though the setting is available, leaving the roller on at full heat brings you no advantage. We recommend you always use one of the two heat roller settings described above.

Saving Energy mode is related to the Night Timer. Refer to the section titled "Night Timer".

How to Start the Saving Energy Mode

Your machine will enter the Saving Energy mode under the following conditions.
❒ When you hold down the **Energy Saver** key for a few seconds.
❒ Your machine is not used for 5 minutes.
If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the Saving Energy mode automatically, please contact your service representative.

How to Exit the Saving Energy Mode

Your machine exits from the Energy Saving mode:
❒ When you insert a document in the feeder.
❒ When the handset is picked up (if installed).
❒ When you hold down the **Energy Saver** key for a few seconds.
❒ When a fax is received. (If the Night Timer is on, the message will be printed out after the Night Timer ends.)
❒ When you press any key on the operation panel. (When the heater roller has cooled halfway.)

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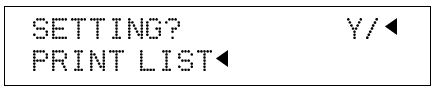
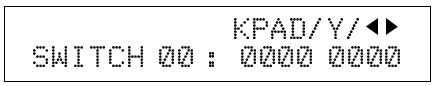
Which Saving Energy Mode is Best for You?

You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.
When you allow the roller to cool to room temperature, energy saving is at a maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, energy savings will still be achieved and printing will occur more rapidly.

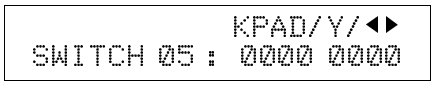
1. **Function 6 2 2 2 2 6 3** and **Yes**.



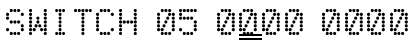
2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ► until the settings for switch 05 are shown.

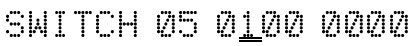


   The settings that you need to change is digit 6 (double underline).



4. Set one of the two as shown opposite.
   To change digit 6, press **6**.

If you want to let the roller cool to room temperature.



If you want to let the roller cool halfway.

5. Finish: **Yes** and **Function**.

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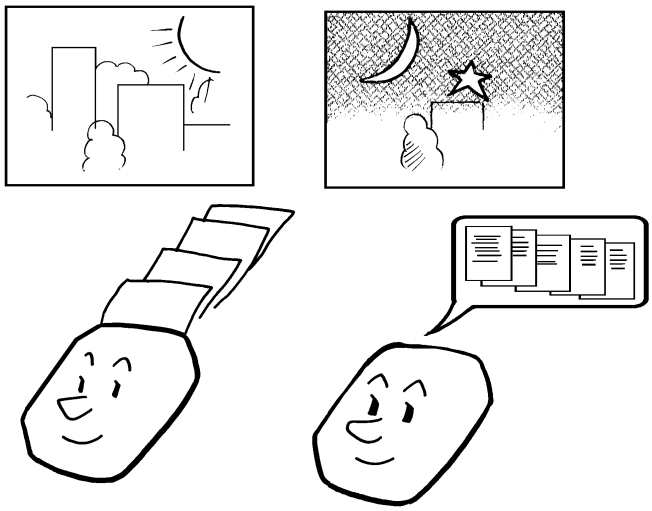
Night Timer

Overview

Laser printing requires the application of heat to bond toner to the printer paper. For incoming messages to be output quickly, a heating element inside the machine must be kept hot. This will affect your electricity bills.

The Night Timer feature lets you program timers to switch this heating element on and off. This will help you to reduce overnight electricity costs. The amount of savings is the same as the Energy Saving mode described on page 113. In addition, it also means that anyone wandering through the office after working hours will not be able to casually read your incoming fax messages, because incoming messages are not printed while the heating element is switched off.



- ❒ If a fax message comes in while the heating roller is switched off, the message is stored in the memory. When the heating element switches back on, the message is automatically printed.
- ❒ While the heating roller is disabled, all incoming calls are refused when the memory is full.
- ❒ If you wish to print a received fax message while the heating element is off, you can temporarily make the heating element switch on and print the message by pressing the Energy Saver key. The timer will activate again automatically a few minutes after you have printed your message.

As a typical example, you could program the heating roller to stay off at night and over the weekend. (You can program different settings for every day of the week.)

To use Night Timer, you must:
- ❒ Program the timers for each day of the week.
- ❒ Switch the Night Timer feature on.

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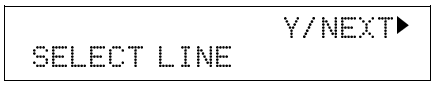
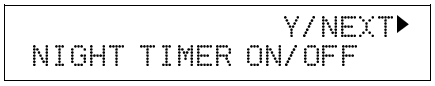
Switching the Night Timer On or Off

The night timer feature must be switched on using Function 62. If it is switched off, the heating elements will stay on all the time.

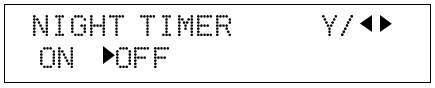
1. **Function 6 2 2 2 2 6 2** and **Yes**.



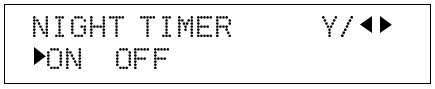
2. Scroll through the list of features with ◀ and ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.

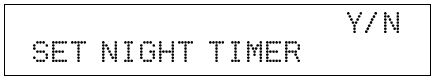


5. Finish: **Yes** and **Function**.

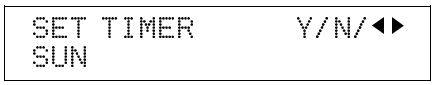
Programming Procedure

Example: For Tuesday, set the heating roller to switch on at 9 am and switch off at 6 pm.

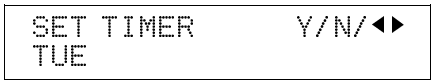
1. **Function 6 2 2 2 2 7 1** and **Yes**.



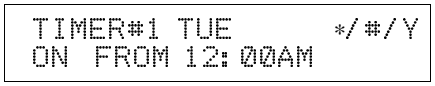
2. **Yes**.



3. Use the ◀ and ▶ keys to scroll through the days of the week.
   Example: Press ▶ twice to go to Tuesday.

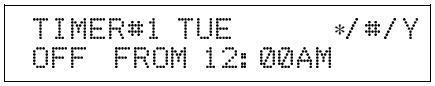


4. **Yes**.

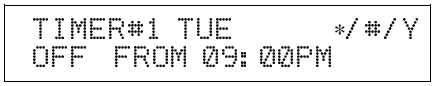


5. Program the first timer for Tuesday:
   - ❒ Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated.
     To change ON to OFF, or the other way round, press ∗ or **#.**
   - ❒ When the ON/OFF display is correct: Go to step 6.

6. Press ▶ to move the cursor under the time.



7. Input the time: **0 9 0 0** on the ten keypad. To change AM to PM and the other way around, press #. When the setting is correct, press **Yes**.



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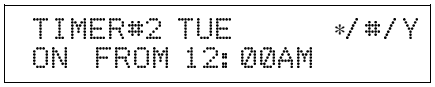
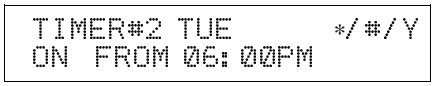
8. Repeat from step 5 for the second timer. Press ▶ to move the cursor under the time.
   Input on the time, **0 6 0 0,** for example, on the ten keypad.
   To change AM to PM and the other way around, press #. Accept the setting by pressing **Yes**.





TO KEEP THE HEATER ON ALL DAY: Set both timers to ON = 12:00AM.
TO KEEP THE HEATER OFF ALL DAY: Set both timers to OFF = 12:00AM.

9. Either:
   - ❒ Program the timer for another day: Go back to step 3.
   - ❒ Finish: **Yes** and **Function**.

NOTE: To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. Because of this, the Night Timer does not give you complete security for received documents. For this type of security, use the Memory Lock feature; see page 74.

Temporarily Switching the Heating Roller On

During periods of the Night Timer cycle that the heating roller is off, it may be switched on in these ways:

- ❒ When you hold the **Energy Saver** key down for a few seconds.
- ❒ When you insert a document in the feeder.
- ❒ When you pick up the handset, or press **On Hook Dial** key.

After you leave the machine alone for a while, the heating elements will turn back off. Note that if Automatic Saver mode is disabled by a service technician, the night timer will not turn back on.

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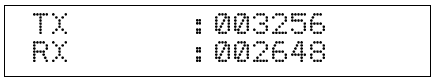
Counters

These counters will help you if you wish to keep a regular check on how many pages your machine has sent, received, and copied.

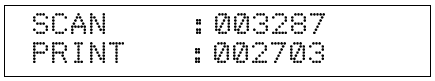
The machine has the following software counters:

- ❒ **Tx (Transmit) Counter:** The number of pages that your machine has sent.
- ❒ **Rx (Receive) Counter:** The number of pages that your machine has received
- ❒ **Scan Counter:** The number of pages that your machine has scanned (includes copy mode).
- ❒ **Print Counter:** The number of pages that your machine has printed (includes copies and printouts made when using the PC printer option).

1. **Function 6 2 2 2 2 9 4** and **Yes**.



2. **Yes** to check the SCAN and PRINT counter.



3. When you have finished: **Function**.

In addition, a hardware counter may be installed so that you may know the number of printouts at a glance.

- ❒ Mechanical Counter (Option): Displays the number of pages that your machine has printed including copies, reports, lists and printouts made when using the PC printer option.
  It is located on the rear of the machine immediately behind the document tray.

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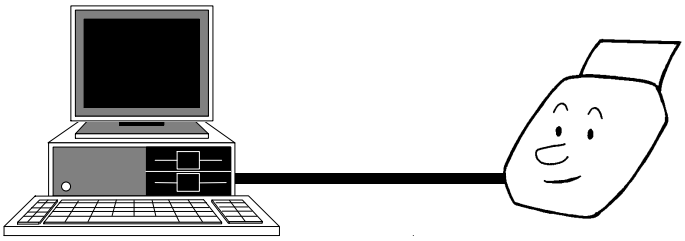
Entering PC Printer Mode (Printer Interface Required)



Using PC Printer Mode, you can connect your fax machine to an IBM or compatible personal computer and use it as a printer. Documents printed from your computer will be sent to your fax machine as text (ASCII characters) or graphics (vector or dot image), depending on the application that you are using. They will not be sent in the same way as fax messages, which are always dot images.
You must obtain the optional Printer Interface Type 100 before you can use PC Printer Mode. Then, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.

1. **Function 36** and **Yes**.

```
PRINTER MODE
READY :P LJ4L
```

Selecting the Cassette (Optional Removable Cassette and Optional Lower Cassette required)

To select which cassette the machine will use for printout from your computer you must select main cassette or optional cassette using the printer driver first. Next you must select which optional cassette using the following procedure.

1. **Function 3 7** and **Yes**.

```
CASSETTE SELECT  Y/◄►
CST 2          ▶OPEN CST
```

2. Select the appropriate cassette using ◄ or ▶.
   CST: Optional Paper Feed
   OPEN CST: Optional Removable Cassette

```
CASSETTE SELECT  Y/◄►
▶CST 2          OPEN CST
```

3. **Yes**, then **Function**.

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Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features (such as Confidential Transmission), dial the number, and press Start. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the TCR).

The following table shows which features can operate simultaneously on your machine.

✔: Possible, ✘: Impossible

	Job that you wish to carry out at the same time								
Job Currently in Progress	**1.**	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**	**8.**	**9.**
1. Storing to Memory		✔	✘	✔	✘	✔	✔	✔	✘
2. Printing from Memory	✔		✘	✘	✘	✘	✘	✘	✘
3. Copying	✘	✘		✘	✘	✔	✘	✔	✘
4. Printing an Automatic Report	✔	✘	✘		✘	✘	✘	✘	✘
5. Immediate Transmission	✘	✘	✘	✘		✘	✘	✘	✘
6. Memory Transmission	✔	✘	✔	✘	✘		✘	✘	✘
7. Receiving and Printing a Fax	✔	✘	✘	✘	✘	✘		✘	✘
8. Receiving a Fax to Memory	✔	✘	✔	✘	✘	✘	✘		✘
9. Printing a Fax Message or a Report Manually	✘	✘	✘	✘	✘	✘	✘	✘	

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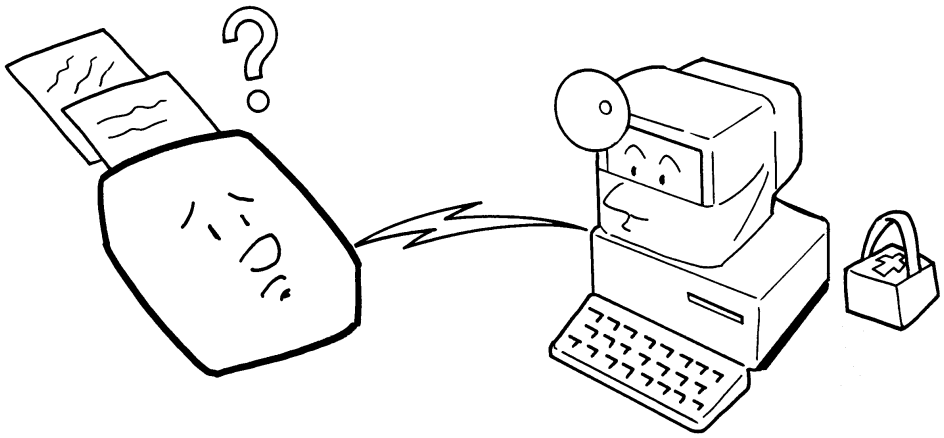
RDS (Remote Diagnostic System)

Overview



If your machine has a problem, a service technician can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS to change some of your machine's settings if you request it.

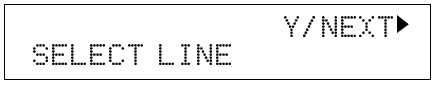
For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

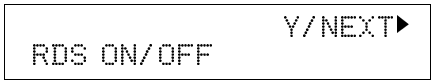
Switching RDS On/Off

Before your machine can accept incoming calls from an RDS, you have to switch RDS on using Function 62. If it is switched off, the machine will not accept treatment from an RDS.

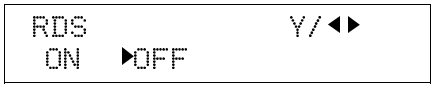
1. **Function 6 2 2 2 2 6 2** and **Yes**.



2. Scroll through the list of features with ◀ and ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.
5. Finish: **Yes** and **Function**.

NOTE: RDS is automatically switched off 24 hours after you switch it on.

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AI Short Protocol

This feature employs Artificial Intelligence (AI) to learn the communication characteristics of the machines programmed as Speed Dials or Quick Dials. AI Short Protocol helps you to reduce communication costs between machines produced by the same manufacturer. AI Short Protocol only works if you dial using Quick Dial, Speed Dial, or Redial; also, the machine at the other end must have the AI Short Protocol feature.

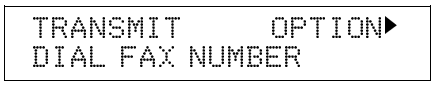
When you send a fax message, the two machines carry out a handshaking procedure, during which they establish the best way to communicate with each other. Using AI Short Protocol, this handshaking procedure only takes place in full the first time you dial a particular number. Your machine remembers the optimum communication parameters for calling that number. The next time you dial that number, the machine will remember these parameters and the preliminary handshaking will be significantly reduced, saving communication costs.

Cross-references Quick Dial and Speed Dial: see page 193.

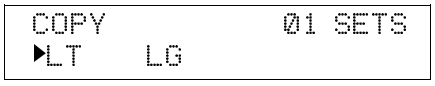
Copying

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the **Copy** key. Copying an original is a good way to test contrast and resolution before sending a document, if you are not sure that the settings that you have chosen are appropriate. The copy made by your printer gives an indication of how the message would look when received at the other end. If it does not look good, change the settings and try again.

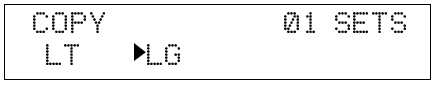
1. Place your original in the feeder.



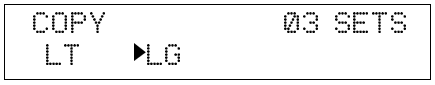
2. Press **Copy**.
   NOTE: To cancel copy mode, press Copy again.



3. If you have optional cassette, you can select the paper size by pressing ▶.
   LT = Letter LG = Legal



4. Input the number of copies that you need. Example: 3 copies, press **3** on the ten keypad.



5. **Start**.

Cross-references Contrast, Resolution, and Halftone: see page 23.

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AUTOMATICALLY PRINTED REPORTS

The following reports are automatically printed out at the appropriate time.

Descriptions of the Available Reports

TCR (Transmission Confirmation Report)

This report gives detail on each communication made by your terminal. It is automatically output after a certain number of communications.

Transmission Result Report

This report is printed out after Immediate Transmission. It shows whether each transmission was successful or not.

Error Report

This report is printed after each unsuccessful communication (compare with the Communication Failure Report below, which is printed after an operation has been completed). So while doing a broadcast, the machine may print a number of error reports, and at the end, it prints a Communication Failure Report (or Transmission Result Report if it is switched on).

Check the report and retransmit any pages that were not sent. Keep any error reports that are printed, as they may be useful for a service technician if a particular problem continues or gets worse.

Communication Failure Report

This report is printed after executing an operation, whether it be a single transmission or a broadcast from memory, if a transmission failure occurred during that operation. It is only printed if the Communication Result Report is switched off.

File Reserve Report

If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission or Polling Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

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Power Failure Report

This report is printed if the machine's power was off for long enough to erase the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

Transfer Result Report

After the end of a transfer request, the transfer broadcasting station sends you this report. The report lists the telephone numbers of the broadcasting stations and the end receivers, and indicates whether each transmission was successful or not. With this information, you may retransmit any pages that were not sent, either directly, or using another transfer request operation.

Polling Reserve Report

If you switch this report on, it is printed automatically after you program the machine for polling reception (Immediate or Send Later). It gives the file number, time of polling, and destinations (including any Group numbers that you selected).

Polling Result Report

This report is printed after your machine polls a message from another machine.

Polling Clear Report

This report is printed after a polling file has been erased from memory.

Confidential File Report (Feature Expander Required)

This report informs you when a confidential message has been received.
If the sender of the message used Confidential ID Override, and specified an ID that is the same as one of the Confidential ID's stored with a Personal Code in your machine, the name stored with that Personal Code will be printed on the Confidential File Report.

Communication Result Report

This report is printed out after Memory Transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed when a communication fails.

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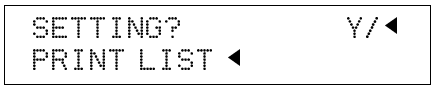
Switching Reports On/Off

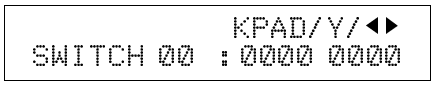
Some of these reports can be switched on or off.

To switch a report on or off, do the following (see page 168 if you need more information about the User Parameter settings adjustment procedure).

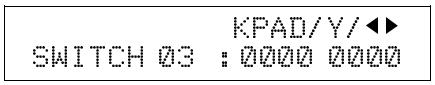
1. **Function 6 2 2 2 2 6 3** and **Yes**.

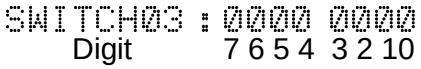


2. **Yes**.
   The settings for switch 0 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 03 are shown.
   Each digit from 0 to 7 controls one of the reports (except digit 1) as follows.





Digit	Purpose			
0	Transmission result report (Memory Transmission)	0: Off	1: On	Default Setting: On
1	Do not change this setting.			
2	File reserve report	0: Off	1: On	Default Setting: Off
3	Polling reserve report	0: Off	1: On	Default Setting: Off
4	Polling result report (polling reception)	0: Off	1: On	Default Setting: On
5	Transmission result report (Immediate Transmission)	0: Off	1: On	Default Setting: On
6	Polling clear report	0: Off	1: On	Default Setting: On
7	TCR	0: Off	1: On	Default Setting: On

4. If you wish to change a setting, press the appropriate key on the keypad. For example, to change digit 2, press **2** on the ten keypad.

5. Finish: **Yes** and **Function**.

NOTE: ❒ To switch the Confidential File Report on or off, use Function 63 (see page 73).
❒ To switch the Error Report on or off, contact a service technician.

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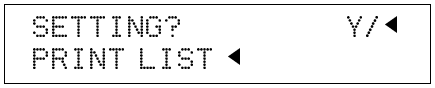
Printing a Sample of Data on the Reports

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

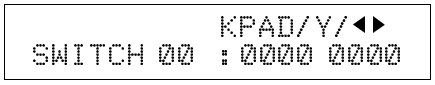
- ❒ Communication Result Report
- ❒ File Reseve Report
- ❒ Polling Clear Report
- ❒ Communication Failure Report
- ❒ Transfer Result Report
- ❒ Polling Confirmation List

The procedure to switch this feature on or off is as follows (see page 168 if you need more information about the User Parameter settings adjustment procedure).

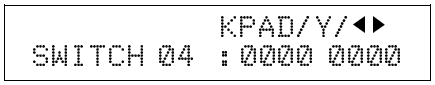
1. **Function 6 2 2 2 2 6 3** and **Yes**.



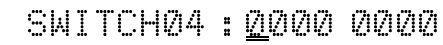
2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 04 are shown.
   The setting you need to use is digit 7.



4. If you wish to change the setting, press **7** on the ten keypad.



Digit 7 (Double underlined)
0: This feature is off
1: This feature is on

5. Finish: **Yes** and **Function**.

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Report Formats

Example 1. Error Report

The following report means that the machine sent four pages but there were errors during the first two pages.

```
                  ***  ERROR REPORT  (APR 28 1995 12:09PM)  ***
                                                    TTI     XYZ COMPANY
  FILE  PERS. NAME   ADDRESS                MODE     TIME    PAGE  RESULT
-------------------------------------------------------------------------
087   JOHNSON      XYZ CO. NEW YORK         TES    0'29"   P. 4       E
```

Personal Code of the Sender

PAGE NOT SENT
P. 1
P. 2

Example 2. TCR

```
                      ***  TCR  (APR 28 1995 11:40AM) ***
                                                    TTI   XYZ COMPANY
 <TX>
 DATE   TIME    ADDRESS      MODE   TIME   PAGE RESULT  PERS. NAME   FILE
-------------------------------------------------------------------------
 Apr 28 9:48AM  XYZ NEW YORK TES    1'11"  P. 5   OK    YAMAMOTO     005
        9:54AM  XYZ LONDON   TES    0'27"  P. 1   OK    FENSTERWALD  007
        9:56AM  2125551234   TES    0'28"  P. 1   OK    MCTAGGART    009
       10:01AM  XYZ BERLIN   TES    0'24"  P. 1   OK    JONES        010

 <RX>
 DATE   TIME    ADDRESS      MODE   TIME   PAGE RESULT  PERS. NAME   FILE
-------------------------------------------------------------------------
 Apr 28 9:51AM  DR J ALVAREZ RS     0'24"  P. 1   OK                 006
        9:58AM  2015551234   RES    0"27"  P. 1   OK                 008
       10:56AM  XYZ PARIS    RES    0'28"  P. 1   OK                 011
       11:01AM  M. JONES     RES    0"24"  P. 1   OK                 012
```


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The following pages explain the symbols that appear in certain columns of the reports.

The Mode Column
See the bottom of the TCR for a full listening of the symbols that are used on the TCR.

The Result Column
OK: Successful Communication
E: An error occurred

The Footnote on the TCR
TX counter: Total number of transmitted pages
RX counter: Total number of received pages

Counters listed on the User Parameter List
SCN: Total number of pages scanned
PRN: Total number of pages printed

Transmission Result Report (Memory Transmission)
In the Result column, some reports may have an "E" followed by a code, and there may be a message printed at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below.

RESULT	MESSAGE	EXPLANATION
1	HANG UP OR LINE FAIL	The other party either a) hung up, b) had no message on polling standby, c) cannot do confidential reception or transfer request, or d) had an ID Code that did not match the one in your machine. Alternatively, there could have been a problem with the telephone line.
2	BUSY	The machine at the other end was busy.
3	NO ANSWER	The line is dead (no dial tone was detected).
4	NO FACSIMILE CONNECTION	There is no facsimile machine at the other end.

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USER-INITIATED REPORTS

These reports can be printed at any time by executing a procedure on the operation panel.

Descriptions of Available Reports

TCR

In addition to the automatic output of this report, you can print the TCR at any time.

1. Press **Function 4 1** and **Yes**.
2. **Start**.

File List

This is a list of Memory Transmission, Memory Reception, and polling files still in the memory. It gives information about each stored operation, such as the fax numbers, start time, status, and type of operation.

1. Press **Function 4 2** and **Yes**.
2. **Start**.

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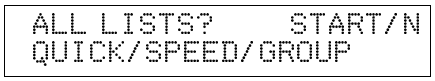
Telephone Number List

Quick Dial List: This is a list of the telephone numbers and other items that you have stored in the machine's Quick Dial Keys.

Speed Dial List: This is a list of the telephone numbers that you have stored as Speed Dial Codes.

Group Dial List: This is a list of all the groups that you have programmed, and the telephone numbers in these groups.

1. Press **Function 4 3** and **Yes**.
   To print all three lists, press **Start**.



2. **No**.

3. To print the Quick Dial List, press **Yes**.
   ❒ **No** if you do not want this list.

4. **Start**.

Program List

This gives details on the Keystroke Programs that you have stored in the machine.

1. Press **Function 4 4** and **Yes**.
2. **Start**.

Personal Code List

This is a list of the Personal Codes that you have stored, along with the names and Confidential IDs.

1. Press **Function 6 2 2 2 2 7 2** and **Yes**.
2. ◄ and **Start**.

Special Terminal List

This is a list of all terminal names that you have specified for Authorized Reception, Specified Cassette Selection, Memory Lock and Multi-Copy. It includes Wild Cards.

1. Press **Function 6 2 2 2 2 8 1** and **Yes**.
2. ◄ and **Start**.

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Forwarding List (Feature Expander Required)

This list shows details of how you have programmed the Forwarding feature. It also includes the Wild Cards.

1. Press **Function 6 2 2 2 2 8 2** and **Yes**.
2. ◀ and **Start**.

User Parameter List

This shows the current settings of the User Parameters.

1. Press **Function 6 2 2 2 2 6 3** and **Yes**.
2. ◀ and **Start**.

Cross-references

Immediate Transmission: see page 16.
Memory Transmission: see page 17.
Confidential Transmission: see page 52.
Confidential Reception: see page 71.
Keystroke Programs: see page 49.
Personal Codes: see page 58.
Forwarding: see page 82.
Specified Cassette Selection: see page 88.
Quick Dial: see page 193.
Transfer Request: see page 44.
Polling: see page 104.
Groups: see page 194.
Speed Dial: see page 193.
Authorized Reception: see page 79.
User Parameters: see page 168.

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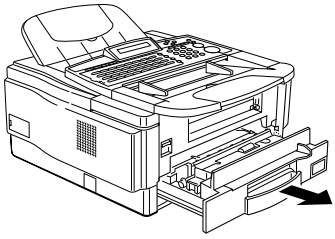
REPLACING PAPER

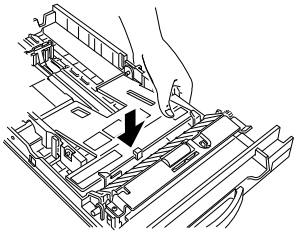
❒ When the Add Paper indicator ( ) on the operation panel is lit, the cassette is empty.



1. Slide out the cassette until it stops. Then, with both, remove it by holding it up and lifting it out at the same time.

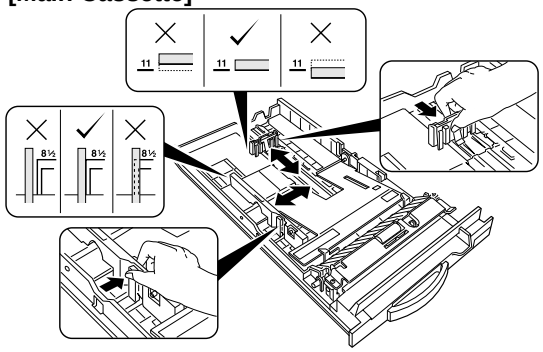
   NOTE: Pull it out horizontally.

CAUTION
To avoid dropping the cassette, hold it by the front and side while pulling it out.



2. Push the metal plate down.

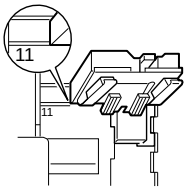
[Main Cassette]

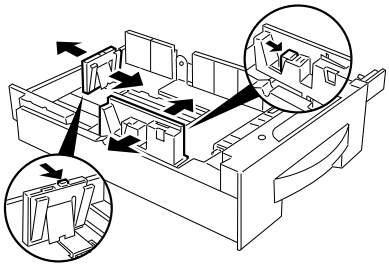


3. Fan the paper. Make sure the edge are uniformly aligned and place the paper in the cassette with the side on you wish to print face up. Check the paper fits under the metal corers
   If there is space between the paper and a fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.

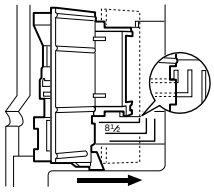
[**Optional Paper Feed Cassette]**

End fence

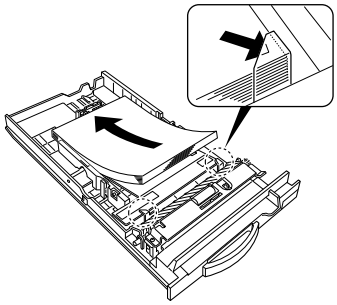




Side fence



NOTE: ❒ Make sure that the paper fits the corners.
❒ Do not fill up the cassette past the load limit marker.



Load Limit

4. Replace the cassette carefully.

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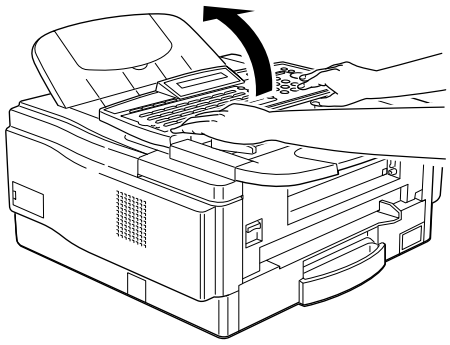
REPLACING TONER CASSETTE AND CLEANING PAD

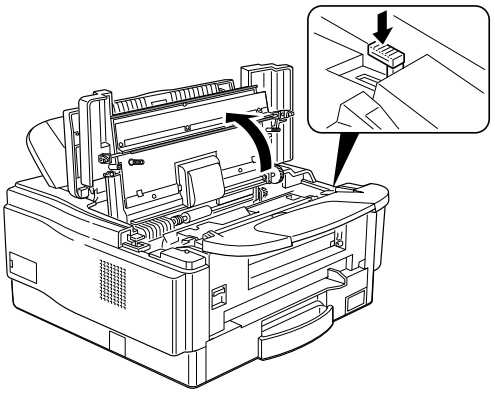
- ❒ When the Add Toner indicator ( ) starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change the toner cassette.
- ❒ When the Add Toner indicator ( ) remains lit, it is time to install a new toner cassette.

Replacement Procedure

1. Open the scanner.

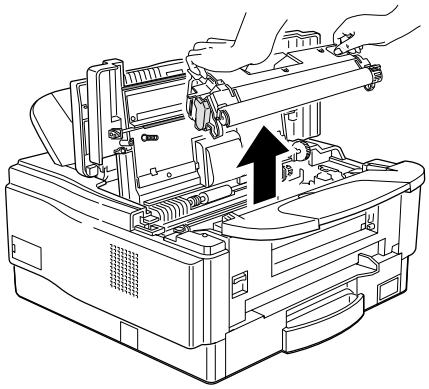


2. Open the upper cover. (Push the button on the right side.)



3. Slide out the old toner cassette.

   NOTE: Hold the cassette in the way shown in the illustration. Do not shake the cassette, or toner may spill out.



WARNING:
Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.

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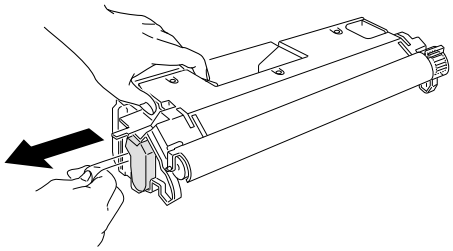
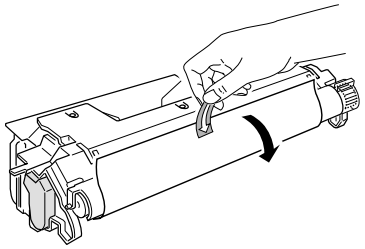
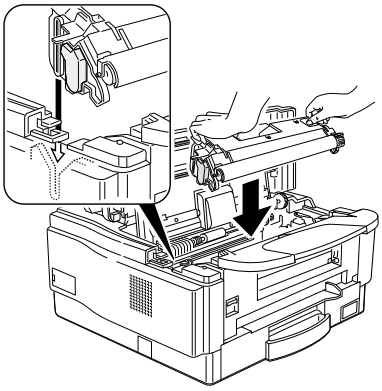
4. Pull out the transparent sheet from the side of the new cassette, as shown. Then, remove the black sheet from the front of the cassette.



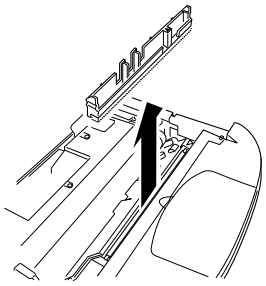


5. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.

CAUTION:
Hold the cassette as shown in the illustration.
Never touch the photoconductor inside the machine (Green drum).

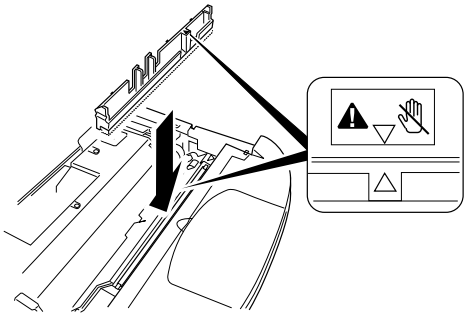


6. Remove the old cleaning pad.



7. Install the new cleaning pad.
Match the position of the arrow on the cleaning pad with the arrow on the inside of the machine.

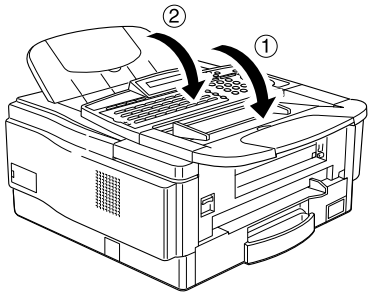
NOTE: Push the cleaning pad until you hear it clicking.



Important: Do not forget to install the cleaning pad. If not fitted correctly, damage may caused to the machine.

8. Close the upper cover and lower the operation panel until it clicks.

NOTE: If the upper cover does not close, the toner cassette or cleaning pad is not correctly installed.



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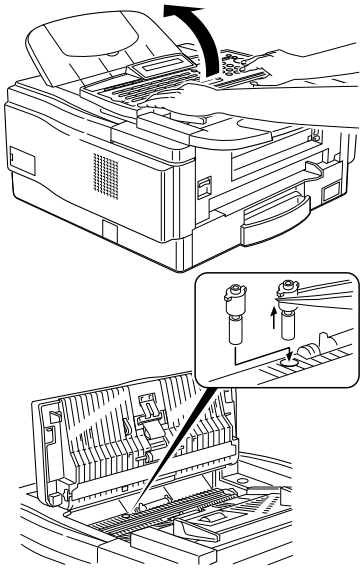
REPLACING THE STAMP

When the mark made by the verification stamp becomes pale, replace the stamp as described below.



1. Pull up the scanner.

2. Replace the stamp.
   If tweezers are not available, you may press the point of a pencil down vertically into the stamp and remove it by lifting straight up.

3. Close the operation panel.

CHANGING THE PAPER SIZE

Main Cassette and Optional Paper Feed Cassette

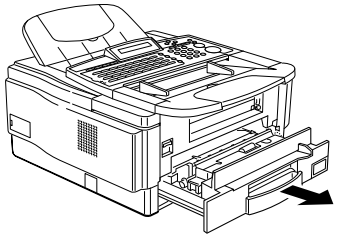
1. Slide out the cassette until it stops. Then, with both, remove it by holding it up and lifting it out at the same time.

   NOTE: Pull it out horizontally.

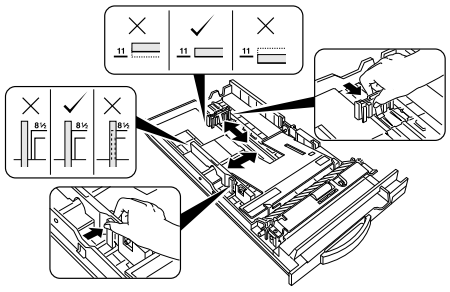
2. Push down the paper until it clicks into place.

3. Take out the paper.

4. Adjust the paper fences to the paper size. To move a fence, pinch the top lever in and slide the fence in or out as shown. Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the cassette. The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.



[Main Cassette]



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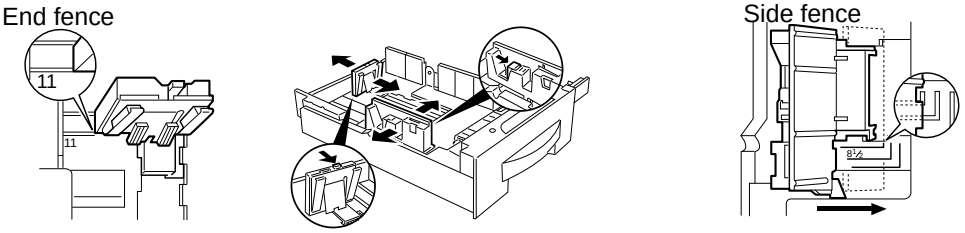
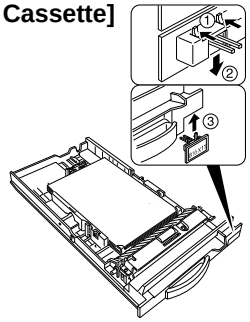
[Optional Paper Feed Cassette]

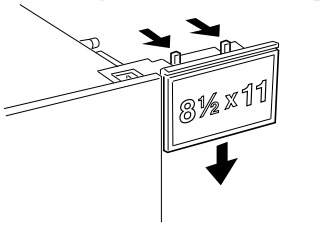


5. Change the paper size plate (located at the front of the cassette).
   To remove an existing plate , squeeze the two vertical tabs slightly inwards while pulling the plate out from below (see diagram). insert a plate with the appropriate paper size engraved on the front.

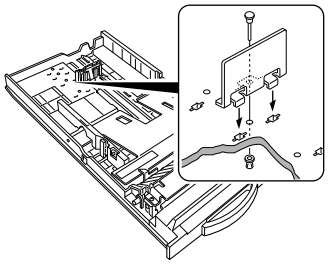
[Main Cassette]



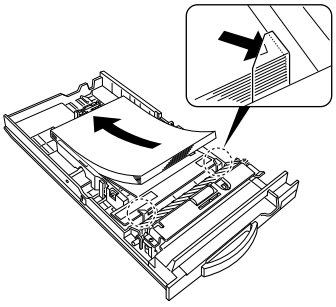
[Optional Paper Feed Cassette]



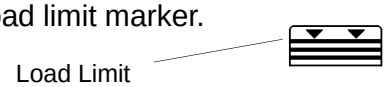
6. Fit the paper fence lock behind the rear fence of main cassette as shown in the diagram. The lock sholud fit into the slots on the base of the tray and shold be snung against the paper fence. Insert the holding pin as shown and fix the plastic nut, under the tray.



7. Fan the paper. Make sure the edge are uniformly aligned and place the paper in the cassette with the side on you wish to print face up. Check the paper fits under the metal corers.
   If there is space between the paper and a fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



   NOTE: Do not fill up the cassette past the load limit marker.



8. Replace the cassette carefully.

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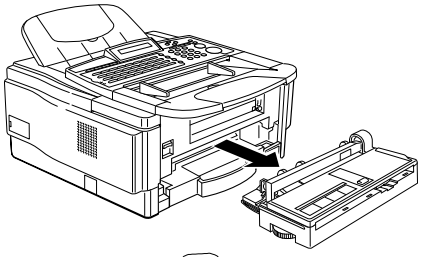
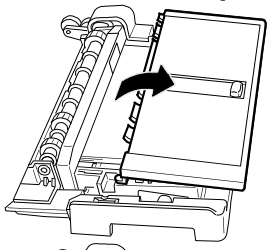
Optional Removable Cassette

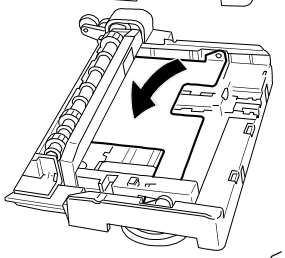
1. Pull out the removable cassette.



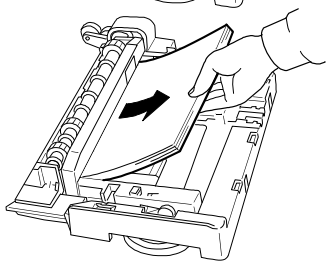
2. Remove the cover of the cassette.



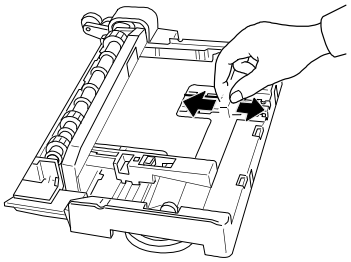
3. Push the paper until it clicks.

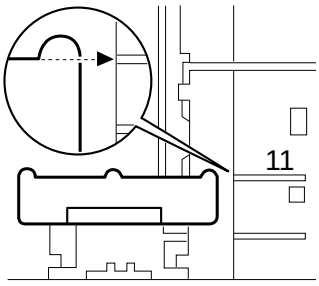


4. Remove the paper.



5. Adjust the position of the end fence.





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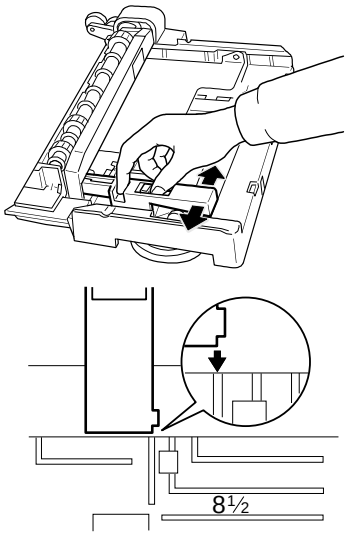
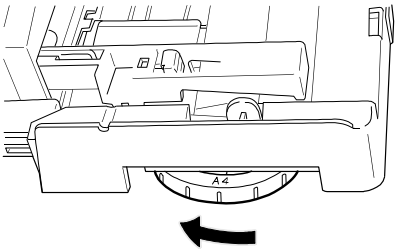
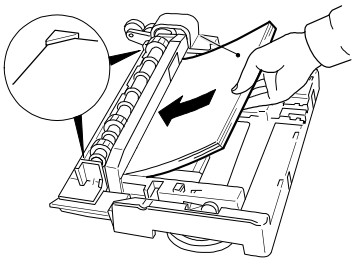
6. Adjust the position of the side fence.



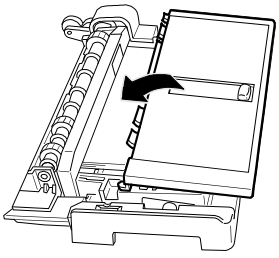
7. Rotate the dial until the appropriate size appears.



8. Set the paper under the corners.
   If there is space between the paper and a fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



9. Set the cover of the removable cassette.



10. Install the removable cassette

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USER MAINTENANCE PROCEDURES

To ensure that your fax continues to operate properly, some simple maintenance is required. This entails cleaning and replacing a few components. Cleaning should be done once every 6 months. Replacements should be done after a specified number of scannings or printings.

Cleaning Reference Table

The following table shows what items you need to look after from time to time. Letters after component names in the Item column refer to the labels used in the diagrams on the following pages.

Area	Item	What to Use	Possible Problems if Not Maintained
Scanner	Separation Roller [A]	Soft damp cloth	Document non-feed or multi-feed
	Pick-up Roller [F]	Soft damp cloth	Document non-feed or jam
	Feed Roller [F]	Soft damp cloth	
	White Strip [B]	Soft damp cloth	Poor copy quality (dirty background on copies and transmitted faxes)
	R1 Roller [D]	Soft damp cloth	Document skew, or dirt on the document
	R2 Roller [D]	Soft damp cloth	
	Exposure Glass [E]	Soft damp cloth	Vertical black lines on copies and transmitted faxes

Caution: A soft damp cloth is needed. The cloth must be wrung out tightly before use. Use water only. Do not use a detergent or a solvent such as alcohol.

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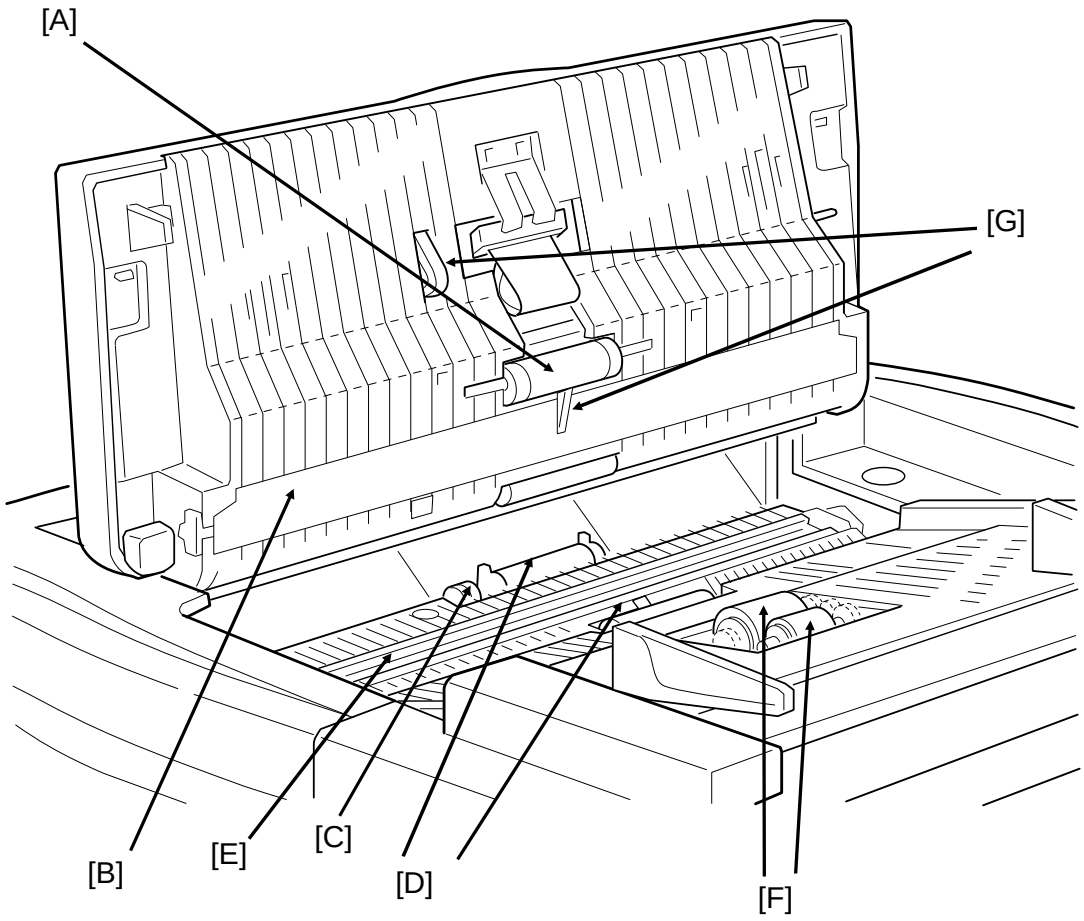
Cleaning Procedure

Scanner



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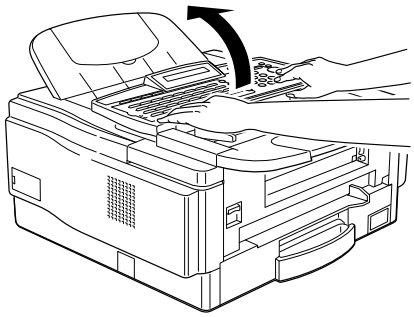
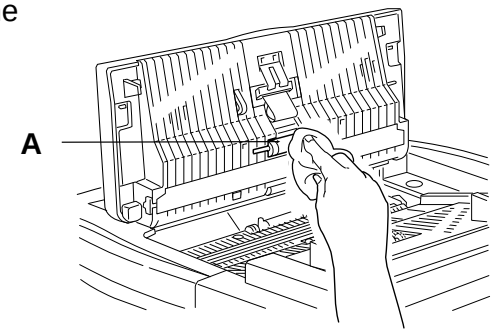
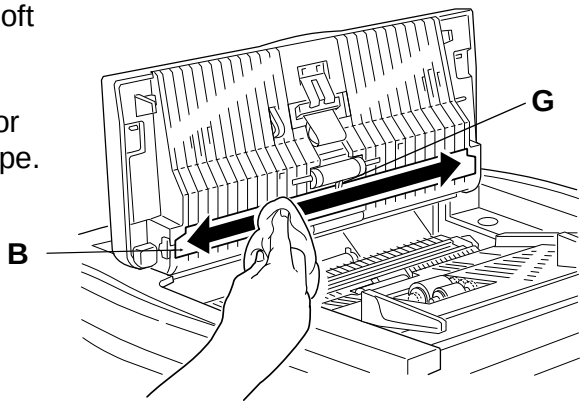
1. Prepare a soft damp cloth.
2. Turn off the main power switch.
3. Lift up the operation panel.



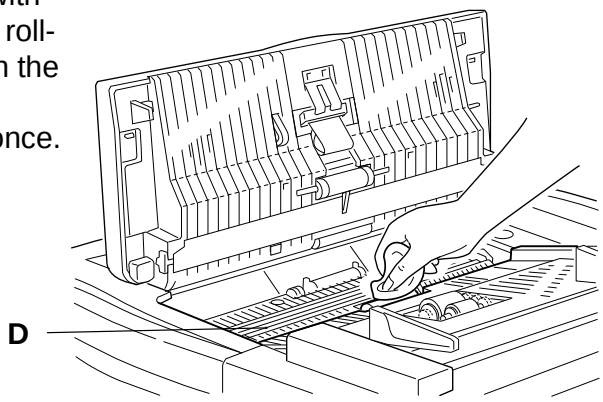
4. Clean the separation roller [A] with the soft damp cloth, while rotating the roller.



5. Clean the white strip [B] with the soft damp cloth.
   CAUTION:
   Do not damage the sensor actuator [G] (black plastic) on the white stripe.



6. Clean the R1 and R2 rollers [D] with the soft damp cloth. To rotate the rollers, gently hold the cloth down on the rollers and turn the main power switch on. The rollers will rotate once.



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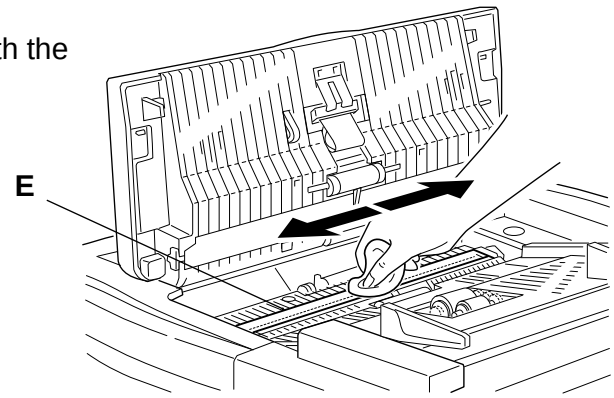
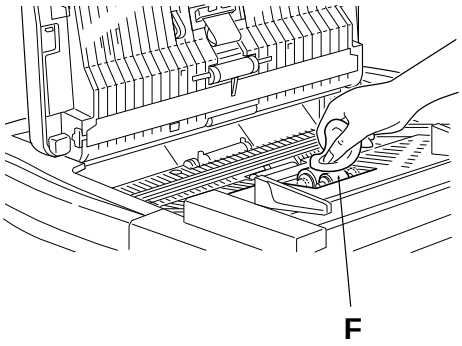
6. Turn the main power switch off.
7. Clean the exposure glass [E] with the soft damp cloth.



8. Clean the pick-up and feed rollers [F] with the soft damp cloth, while turning the rollers in the direction shown in the diagram.



9. Close the operation panel.

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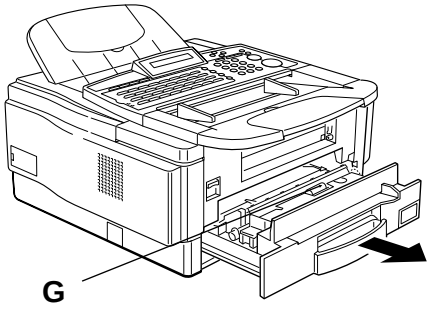
Main Cassette

1. Pull out the cassette.

   NOTE: Pull it out horizontally.

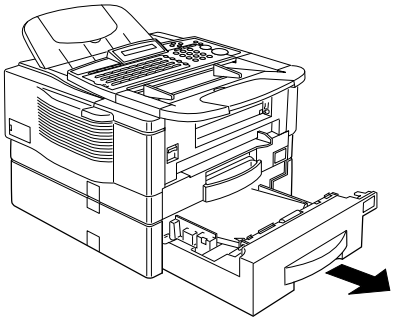


2. Clean the roller [G] using the soft damp cloth.
3. Close the cassette.

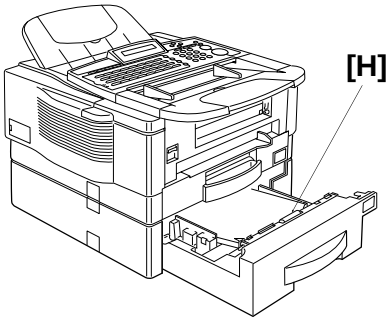
Optional Lower Cassette

1. Pull out the optional lower cassette.

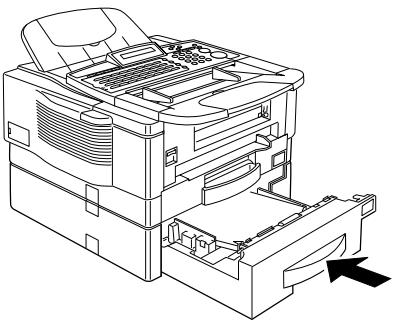
   NOTE: Pull it out horizontally.



2. Clean the roller [H] with a soft damp cloth.



3. Replace the lower cassette to its original position.



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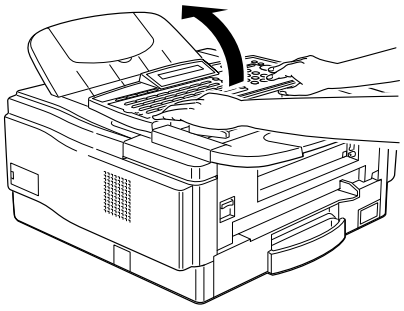
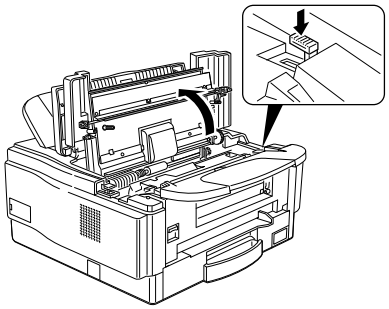
Cleaning the Corona Wire

Please clean the corona wire if vertical black lines appear on the printing image.

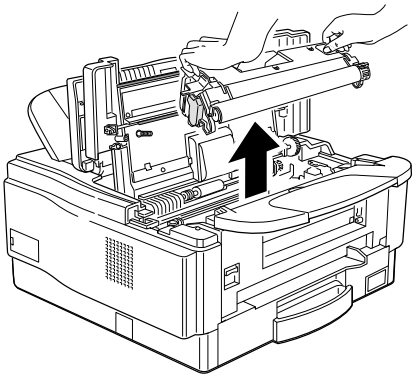
1. Lift up the operation panel.



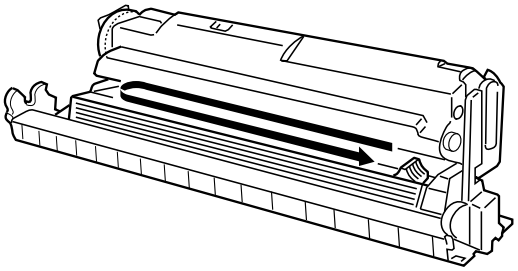
2. Open the upper cover.



3. Remove the toner cassette. Place it on a sheet of paper.



4. Gently drag the blue lever from end to end twice. Make sure the lever is returns to the original position.



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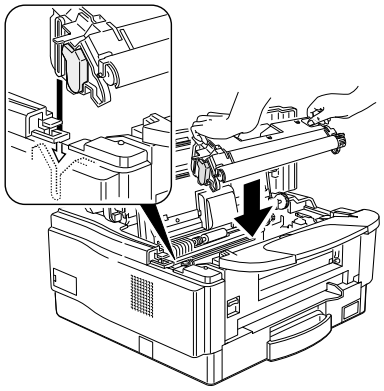
5. Re-install the toner cassette.
   Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.

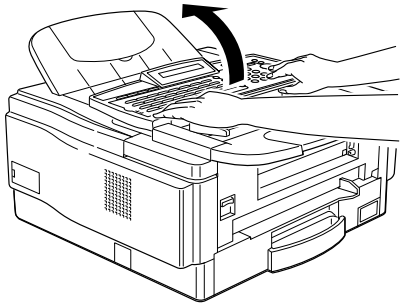


6. Close the upper cover and lower the operation panel.

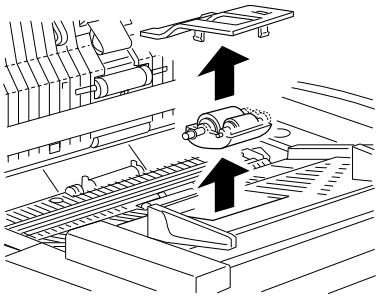
Replacing the ADF Roller Assembly and the Separation Pad

You should replace the ADF (Auto Document Feeder) roller assembly and the separation pad to prevent misfeeds about every 30,000 sheets. To check how many sheets you've scanned, please refer to the section titled "Counters" (see page 118).
To get the new roller and pad, contact your service representative.

1. Open the operation panel.



2. Remove the old ADF roller assembly.



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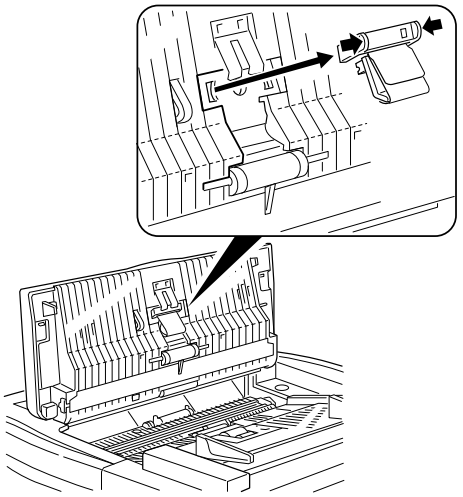
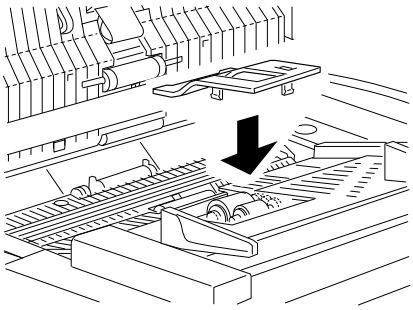
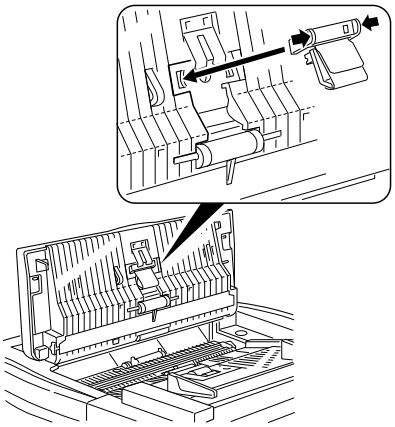
3. Remove the old separation pad.



4. Install the new ADF roller assembly.



5. Install the new separation pad.



6. Close the operation panel.

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Replacing the Photoconductor

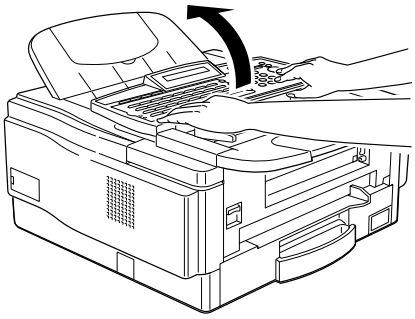
You should replace the photoconductor to maintain the copy quality after about every 30,000 sheets have been printed.

If the following display appears, replace the photoconductor.

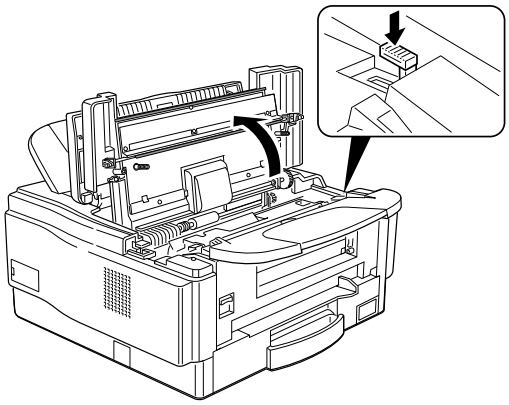
```
REPLACE PC ▼
SET DOC. OR DIAL NO.
```

To check how many sheets you've printed, please refer to the section titled "Counters" (see page 118).

1. Lift up the operation panel.

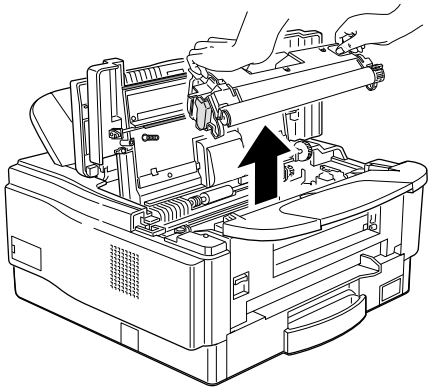


2. Open the upper cover.



3. Remove the toner cassette.

   NOTE: Do not shake the cassette, or toner may spill out.



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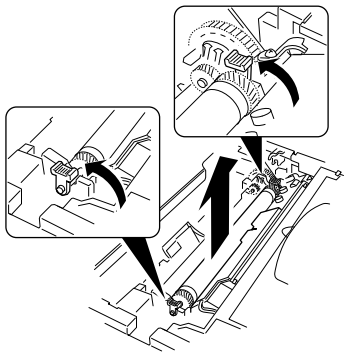
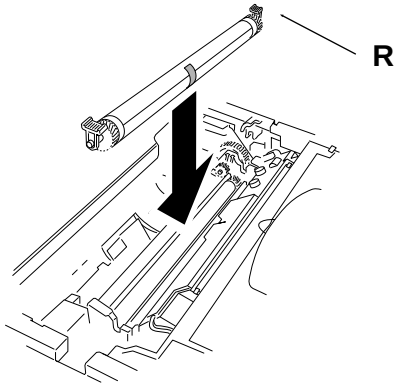
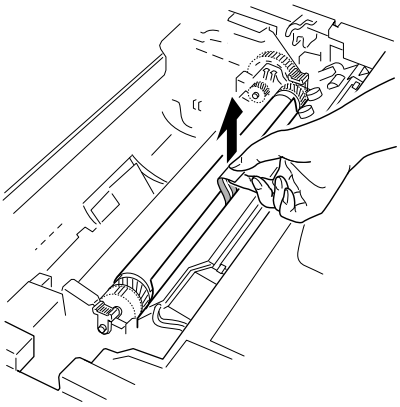
4. Remove the old the photoconductor.



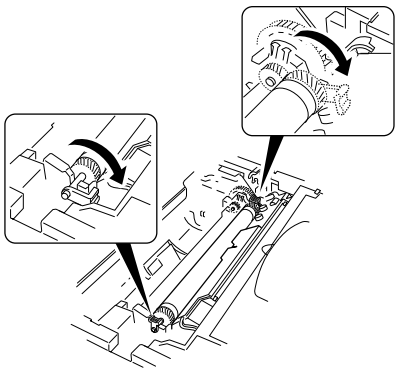
5. Place the photoconductor in the machine. Pay attention to the green knobs. One of them is marked "R" for right side.



6. Remove the black sheet as shown in the lower picture.



7. Turn the green levers to lock the photoconductor in place.



Caution: Never touch the surface of the photoconductor (Green drum).

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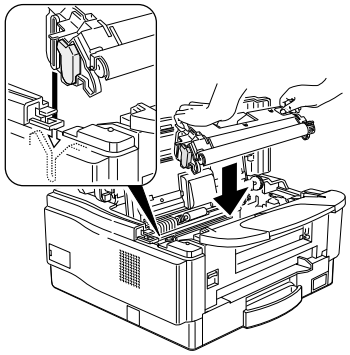
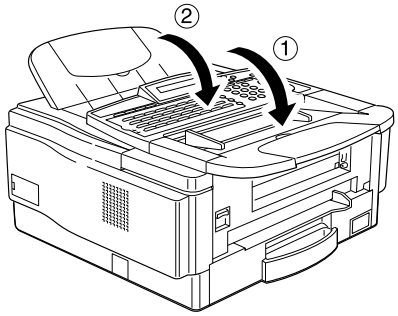
8. Replace the toner cassette.
   Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



9. Close the upper cover and the scanner.



After you replace the photoconductor, reset the counter for photoconductor inside the machine.

1. The display is shown as opposite.

```
REPLACE PC ▼
SET DOC. OR DIAL NO.
```

2. Press ▼.

```
                Y/N
REPLACE PC?
```

3. Press **Yes**.
   The counter resets.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```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CAUTION: Do not attempt to make any repairs other than those described in this manual. Removing covers may expose you to dangerous voltages and other risks. Refer all servicing to qualified personnel.

CHECK THE INDICATORS AND DISPLAY PANEL

The Check Display indicator lights if there are any problems. Check the description in the display.

DOCUMENT JAMS

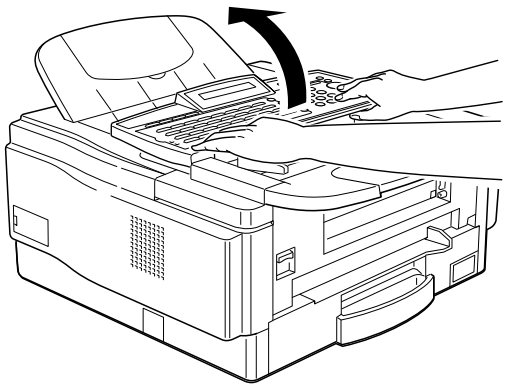
Clearing a Document Jam

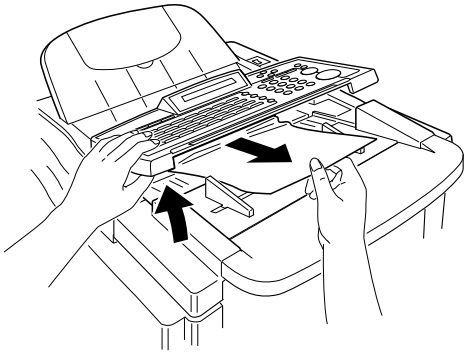
If "CLEAR ORIGINAL" appears in the display:

- ❒ There is a document jammed in the feeder. Remove the jammed document and repeat the transmission procedure.
- ❒ The document may be longer than the maximum limit (see Recommended Types of Document, page 14).

1. Pull up and open the operation panel.

2. Carefully take out the jammed original. Do not leave any pieces inside. Then close the scanner.





A defective or unrecommended document type may cause a jam. See pages 14 and 15.

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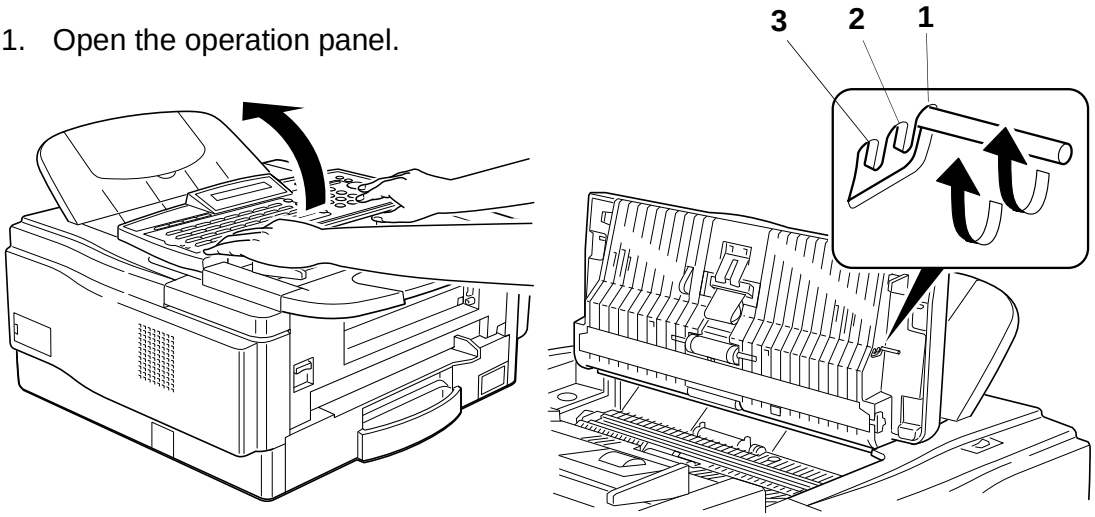
Adjusting the Document Feeder

Depending on the thickness of the paper, three settings can be selected; thin, normal, and thick.

1. Open the operation panel.



2. To meet the paper type to be scanned, adjust the lever position as shown in the following table.

Paper Thickness	Pressure	Position
Thin	Low	1
Normal	Normal	2
Thick	High	3

To correct document feed problems, adjust the lever position as shown in the following.

Problem	Position
Multi-feed Thin sheet	1
Multi-feed Thin sheet	3
Feed Jam	1
Non-feed	3

NOTE: In a new machine the setting is middle position.

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COPY JAMS

If "CLEAR COPY" appears in the display, there is a copy jam.

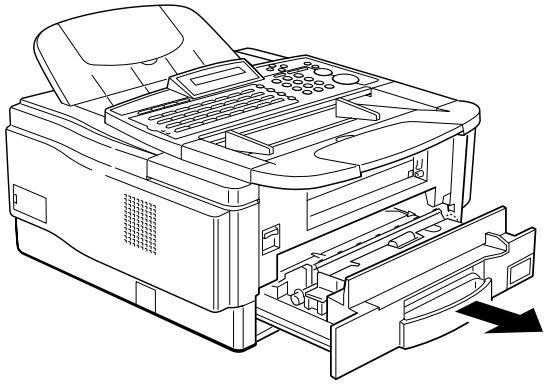
There are four possible locations:
❒ Cassette entrance (Main Cassette, Optional Paper Feed Cassette)
❒ Copy Feed Area (Inside the Machine, Copy Exit Area)

Cassette Entrance

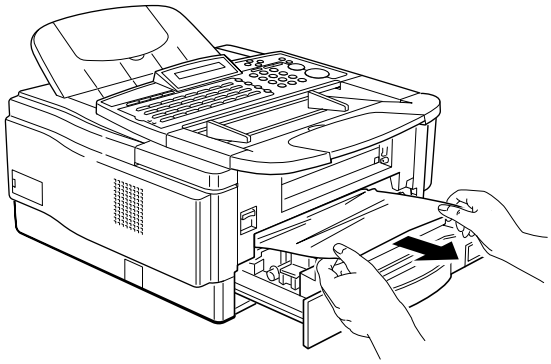
Main Cassette

1. Pull open the cassette.

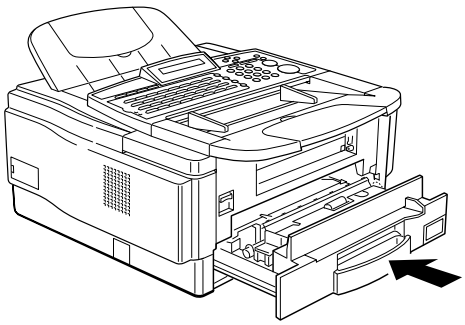
   NOTE: Pull it out horizontally.



2. Gently pull out the misfed paper.
   Do not leave any pieces inside.



3. Replace the cassette.



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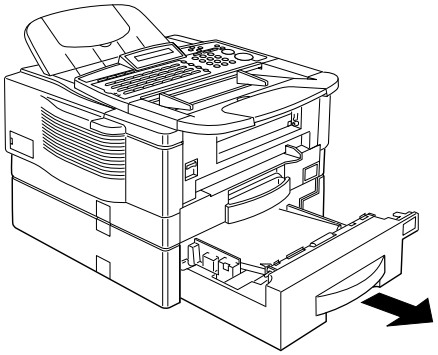
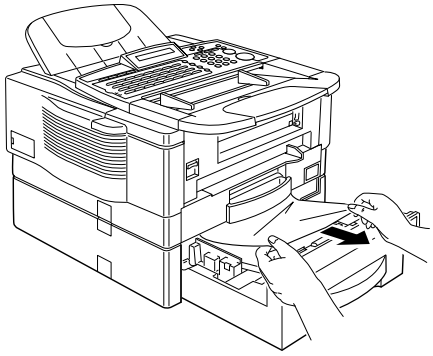
Optional Lower Cassette

1. Pull out the optional lower cassette.

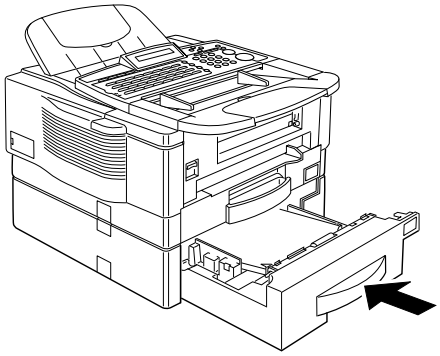
   NOTE: Pull it out horizontally.

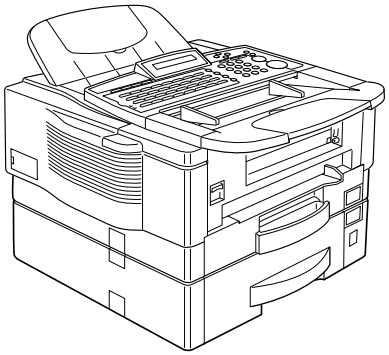


2. Gently pull out the misfed paper. Do not leave any pieces inside.



3. Replace the lower cassette.





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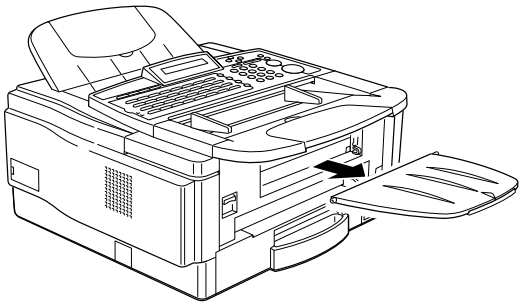
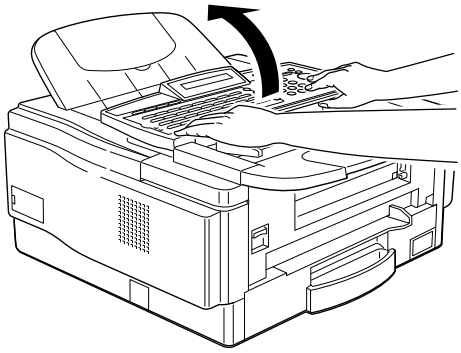
Copy Feed Area

Inside the machine

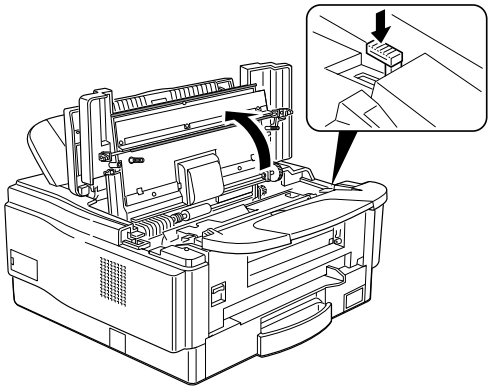
1. Remove the copy tray.



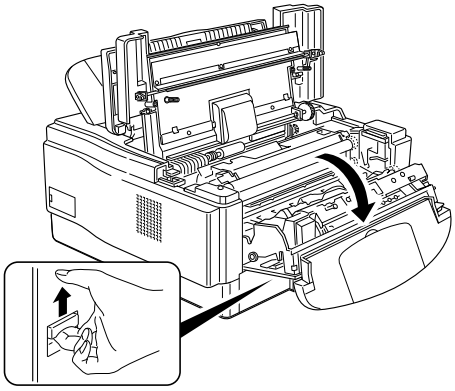
2. Pull up and open the operation panel.



3. Open the upper cover.



4. Open the front cover.



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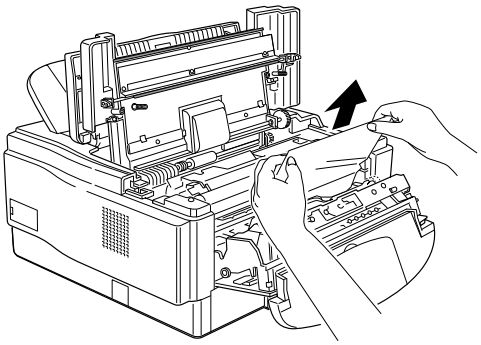
5. Pull out the jammed paper carefully.

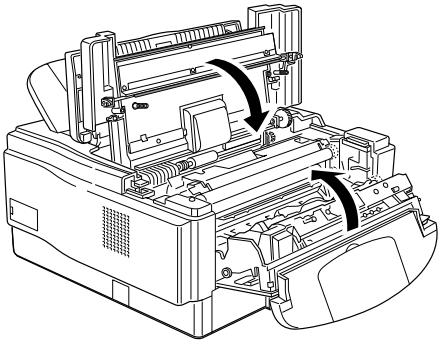


CAUTIONS:

- ❒ Do not touch the fusing unit . It may be hot.
- ❒ Do not touch the photoconductor drum.

Any toner on the paper will not be fixed to the paper. Be careful not to get your hands or clothing dirty.

6. Close the front cover and the upper cover.



7. Close the operation panel.

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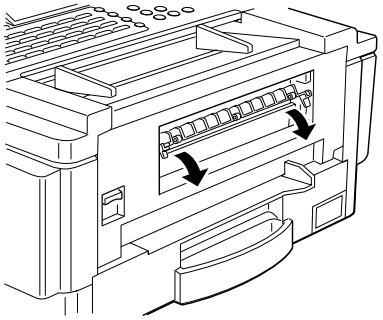
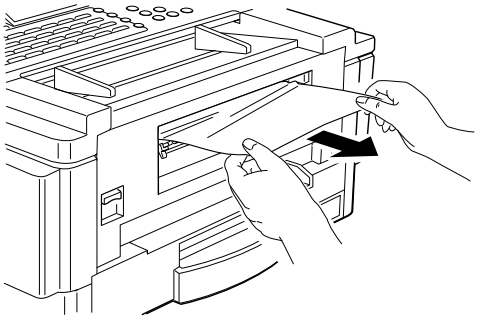
Copy Exit Area

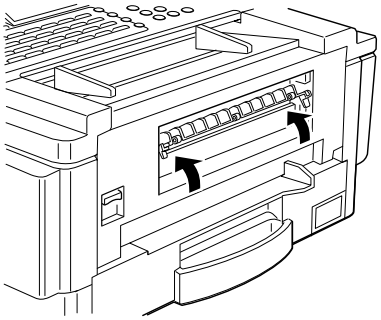
1. Open the copy exit cover.



2. Gently pull the jammed paper.



3. Close the copy exit cover.



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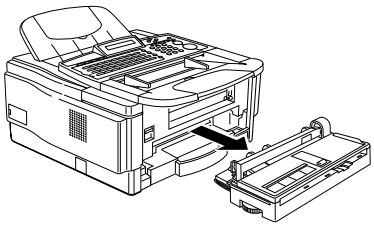
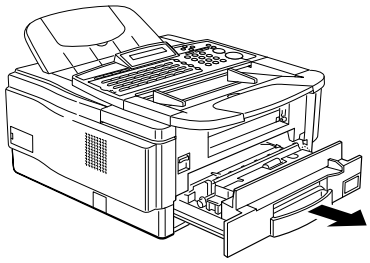
Copy Jams When You Use the Optional Removable Cassette (Cassette Area)

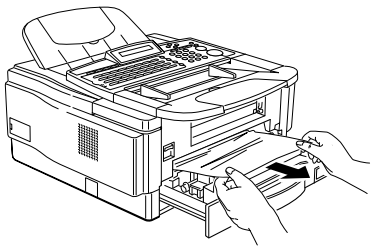
1. Remove the removable cassette.



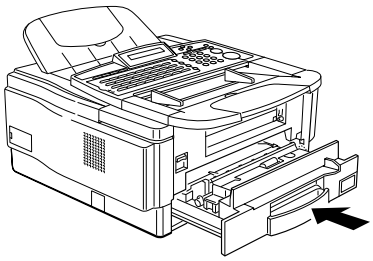
2. Pull out the cassette.



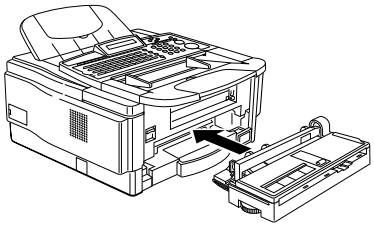
3. Gently pull out the misfed paper.
   Do not leave any pieces inside.



4. Replace the cassette.



5. Replace the removable cassette.



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COMMUNICATION PROBLEMS

If "ERROR PRESS STOP KEY" appears in the display:

Press **Stop**.

- ❒ A poor line caused the communication to fail.
- ❒ The line is busy or noisy. Try to retransmit.
- ❒ The other machine is out of order.
- ❒ Ask the other party to check their machine.

OPERATING DIFFICULTIES

Problem	Required Action
STANDBY MODE	
Nothing happens when the power switch is turned on.	Check the power cord. Is it properly plugged into the outlet? ➡ Plug it in firmly.
SET DOC. OR DIAL NO is not displayed.	Switch the power on. ➡ If the Power indicator does not light, check that the power cord is plugged in.
The display does not show the Ready condition, or the machine stops during an operation.	Does CLEAR ORIGINAL or CLEAR COPY appear in the display ? ➡ Clear the misfed paper. See pages 150 and 152.
	Does ADD PAPER appear in the display? ➡ Load paper into the paper tray. See page 132.
	Does CLOSE COVER appear in the display? ➡ Close all covers.
	Is the Add Toner indicator on? ➡ Load a new toner cartridge. See page 133.
TRANSMISSION	
The original is not pulled into the auto docment feeder.	You did not feed the document far enough into the feeder. ➡ Insert the document into the feeder until it stops. Retransmit.
	Do user maintenance, especially rollers [A] and [F] (see page 139). ➡ If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 151).
	The telephone line is disconnected. ➡ Check that the line is connected properly.
	The telephone line type setting is incorrect. ➡ Check the telephone line type setting (see page 192).
	The dialed number does not contain an access code or a pause. ➡ Include the access number and a pause before the telephone number.
	The dialed number did not have enough pauses between the access number and the telephone number. ➡ Try adding more pauses after the access code.

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Problem	Action Required
Frequent original misfeeds	**Multifeeds**
	Incorrect positioning of originals ➡ Put the document in the feeder correctly. See page 18.
	Incorrect alignment of originals ➡ Align the edges of the document. See page 18.
	Curled pages ➡ Flatten the document. See page 15.
	Incorrect document type ➡ Use a proper document type. See page 15.
	Mixed document types ➡ The pages must all be of the same type.
	Static electricity on the originals ➡ Shuffle the document. See page 18.
	User maintenance is needed ➡ Do user maintenance, especially roller [A]. See page 139.
	The document feeder is not adjusted correctly. ➡ Adjust the auto document feeder. See page 151.
	Non-feeds
	Copier silicone oil on the originals ➡ Wait a few minutes, then try again.
	Incorrect alignment of originals ➡ Align the edges of the document. See page 18.
	Curled pages ➡ Flatten the document. See page 15.
	Incorrect document type ➡ Use a proper document type. See page 15.
	More than 30 pages in the feeder ➡ Do not place more than 30 pages in the automatic document feeder at once.
	User maintenance is needed ➡ Do user maintenance, especially rollers [A] and [E]. See page 139.
	The document feeder is not adjusted correctly. ➡ Adjust the auto document feeder. See page 151.

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Transmission cannot take place; CLEAR ORIGINAL appears.	The document is jammed in the feeder. ➡ Remove the jammed document (see page 150) and repeat the transmission procedure.
	The document may be longer than the maximum limit (see page 14). ➡ Make sure that none of your originals exceed this limit.
	Do user maintenance, especially rollers [A] and [F] (see page 139). ➡ If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 151).
Transmission cannot take place; the Line Fail indicator blinks. **NOTE:** Before taking action, wait until the Communicating indicator goes out, then press the **Stop** key.	The other machine is out of order. ➡ Check the error report. Ask the other party to check their machine and correct the fault.
	The line is busy or noisy. ➡ Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. ➡ Store that terminal's number as a Quick Dial key or Speed Dial Code. Then call a service technician. Inform them of the nature of the problem and give the Quick Dial key or Speed Dial Code that you stored the number in.
Consistent poor image quality when communicating with a particular terminal	
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in Manual Receive mode. ➡ Change to Auto Receive mode (see page 37).
	Power is switched off. ➡ Switch the power on.
RECEPTION/COPYING	
No printout; the Add Paper indicator is lit.	The cassettes are empty. ➡ Add paper (see page 132).
No printout; CLEAR COPY appears.	The printer has jammed. ➡ Clear the jam (see page 152).
Copies appear dirty.	Does the original have a gray or colored background? ➡ Select the Lighten contrast setting.
Copies are too light.	Does the original have a low contrast image? ➡ Select the Darken contrast setting.
Copies are blank.	The original must be placed face down in the document feeder ➡ Position the original correctly. (See page 18.)

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Copy paper misfeeds occur frequently.	Is the proper paper in the paper tray? ➡ Paper size and weight must be within the standards set for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? ➡ Always use dry, undamaged paper.
	Is the paper set properly in the paper tray? ➡ Always load paper correctly. See page 132. Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.
	Are there any pieces of misfed paper or other foreign objects in the machine? ➡ Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? ➡ Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The exposure glass is dirty. ➡ Clean the exposure glass (see page 139).
	➡ Do user maintenance, especially glass [E] (see page 139).
TELEPHONING	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. ➡ Change to Manual Receive mode (see page 37).
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. ➡ Connect the modular cord (see page 179).
POLLING	
Dialing took place, but polling could not.	ID Codes do not match. ➡ Contact the person at the other end and make sure that the ID Codes are the same before trying the communication again.

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DISPLAYED ERROR MESSAGES

The following messages may appear while you are operating or programming the machine.

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten keypad or the handset.
NO FILE EXISTS	No polling reception operations have been programmed.
	There are no messages in memory waiting for transmission.
	There are no messages in memory waiting to be polled.
	Incorrect file number. Check the file number and try again.
TOO MANY DEST.	The memory cannot hold any more telephone numbers. Either: Delete some numbers then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
USED AS GROUP	This Quick Dial key has a Group stored in it.
USED AS PROGRAM	This Quick Dial key has a Keystroke Program stored in it.
USED AS DIAL	This Quick Dial key has a telephone number stored in it.
USED AS AUTO DOC.	This Quick Dial key has an Auto Document stored in it.
USED AS TONE KEY	This Quick Dial key is programmed as the Tone key.
USED AS GROUP KEY	This Quick Dial key is programmed as the Group key.
NOT PROGRAMMED	Either: This Quick Dial key or Speed Dial Code does not contain a number. This Quick Dial key does not contain a Keystroke Program.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
PLEASE SET PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
ADD TONER	The toner cartridge is empty. Install a new cartridge.
CLEAR ORIGINAL	A document is jammed in the feeder.
CLEAR COPY	Paper is jammed in the printer.
CLOSE COVER	A cover is not closed properly. Check that all covers are closed.
UNABLE USE PRINTER	The machine cannot print a list/file, because the heater is not warm enough or the plotter is not ready.
SERVICE CALL - H	The machine is out of order. Contact your service representative.

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ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, crosstalk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service technician.

NOTE: When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party does not have the confidential or transfer function. The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.
0-70	There is a problem with the network or with the machine at the other end.
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00

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Code	Possible Cause
2-xx	Possible fault in your machine.
4-00	The page took too long to send. Send again at a lower resolution, or without halftone. The line may be bad.
4-01	There is a bad line. The telephone line at the rear of the machine may be disconnected.
4-02	The received page was too long.
4-10	ID codes did not match. Co-ordinate ID codes with the other party.
5-20 5-21	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-25	Your machine has a problem.
6-01 6-02	Poor line condition or a problem with your machine.
6-05	Poor line condition, a problem with the machine at the other end, or a problem with your machine.
6-06	A problem with the machine at the other end, or a problem with your machine.
6-08	A problem with the machine at the other end.
6-09 6-10	A problem with the machine at the other end, or a problem with your machine.
9-07	Copy jam at the cassette entrance (first, or top, paper feed station).
9-08	Copy jam inside the machine (first, or top, paper feed station).
9-09	Copy jam at the feed-out area.
9-17 9-20 9-22 9-23 9-24	There is a problem with your printer.

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CALLING THE SERVICE STATION

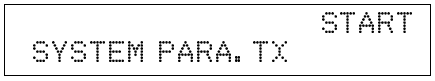
The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit.

Service Report Transmission is available when the fax number of the service representative has been programmed.

Sending a Service Report

When you need to send a service report, do the following.

1. **Function 6 2 2 2 2 7 3** and **Yes**.



2. **Start**.
   The fax number which the service technician entered appears.

If the transmission was not successful, the machine will not redial. You must repeat the operation.

Program your machine's own telephone number in order that your service representative identify the sender of the service report. (Function 61 : see page 45.)

DEDICATED TRANSMISSION PARAMETERS

If you often encounter problems when transmitting to a certain address, program that address into a Quick Dial key or Speed Dial Code.

Then contact a service technician, describe the problem, and tell them which Speed Dial or Quick Dial you have stored the number in.

The technician can instruct the machine to use different transmission parameters whenever you select that Speed Dial/Quick Dial.

If you reprogram the Speed/Quick Dial, be sure to inform your service technician.

Cross-references
Quick Dial and Speed Dial: see page 193.

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STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten keypad on the operation panel.

STORING NAMES AND LABELS

You can enter names using the Quick Dial keys. Use Quick Dial keys 01 to 26 for the letters of the alphabet, and use Quick Dial 27 as a spacebar. The letters are printed on the surface of each key. If you wish to enter a digit from 0 to 9, use the ten keypad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the ◄ and ► arrows on the circular scroll key on the operation panel.

If you wish to enter a punctuation mark or symbol, use Quick Dial 28. See "Punctuation Marks and Symbols" on the next page for more details.

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
01	A	12	L	23	W
02	B	13	M	24	X
03	C	14	N	25	Y
04	D	15	O	26	Z
05	E	16	P	27	Space
06	F	17	Q	28	Symbol
07	G	18	R	29	(
08	H	19	S	30	)
09	I	20	T	31	
10	J	21	U	32	
11	K	22	V		

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Punctuation Marks and Symbols

If you press **Quick Dial key 28** while entering a label, you can enter symbols. Select the symbol you require using the ◀ or ▶ keys.

These are the symbols you can enter:

& $! " # $ % & ' ( ) * + , / : ; < > ? @ [¥] ^

Press **Yes** when you get the symbol you want to enter.

Editing with the Clear Key and Cursor

You can move the cursor using the scroll key (◀ and ▶) to edit the name or label.
If you press **Clear**, the character to the left of the cursor is deleted.
If you enter a character, the character appears at the cursor.

IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either:
❒ Press **No** to erase the entire name or number and start again.
❒ Press **Clear** to erase the last letter or digit that you entered.

If you enter the wrong function number, either:
❒ Press **No** then input the correct function number.
❒ Press **Function** to return to standby mode and start again.

If you dialed the wrong number, either:
❒ Press **No**. If scanning has already begun, press **Stop**.
❒ If you already programmed the number into the machine by pressing **Yes**, remove the document from the document feeder and start again.

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ON/OFF SWITCHES AND USER PARAMETERS

Some of the features in this machine can be switched on or off, and some of them do not work unless they are switched on first. Other features can be adjusted in various ways. Each adjustment or on/off switch is explained in the relevant sections of the manual.

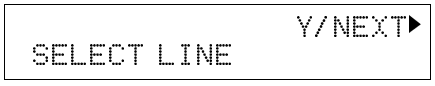
There are two user functions to help you adjust these features and switch them on/off.

❒ Function 62 (On/Off Switches)
❒ Function 63 (User Parameters)

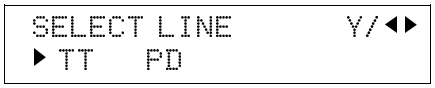
On/Off Switches

This feature allows you to switch some of the major features of the machine on or off. The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

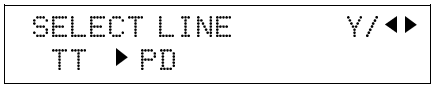
1. **Function 6 2 2 2 2 6 2** and **Yes**.



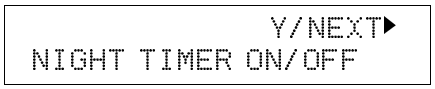
2. **Yes**.
   The first displayed item is the telephone line type: DP = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.



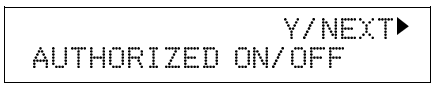
3. Change the setting by using ◀ and ▶.



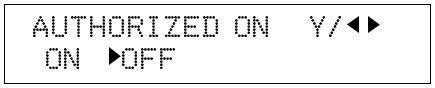
4. **Yes**.



5. Either:
   ❒ Change another setting: Go to step 6.
   ❒ Finish: **Yes** and **Function**.
6. Scroll through the list of features with ▶ until the required feature appears.
   Example: Authorized Reception press ▶ once and **Yes**.



7. Go to step 3.



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On/off switches available in this menu are

	Feature		Feature
1	Telephone Line Type	6	Memory Lock [1]
2	Authorized Reception	7	Forwarding [1]
3	Night Timer	8	Multicopy Reception [1]
4	Daylight Saving Time/Summer Time	9	Cassette Selection [2]
5	RDS		

([1]: Optional Feature Expander required.)
([2]: Optional Paper Feed Cassette required.)

User Parameter Settings

A wide range of features can be switched on or off by using the User Parameters. However, this feature is more difficult to use than the On/Off Switches. The switches and adjustments are presented on the screen as rows of digits. Each digit can be either 0 or 1. Each feature is allocated one or more digit. The value of the digit determines the status of the feature.

The overall procedure is explained below. However, each of the adjustments that can be made using this procedure is explained in the relevant part of the manual.

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◀ and **Start**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

2. **Yes**.
   The current settings for switch 00 are now displayed on the bottom line of the display. If the settings for this switch are the way that you want them, go to step 4.

```
                KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. To change the required setting, press a number from 0 to 7 corresponding to the digit that you wish to change.
   Example: **0** from the ten key. The value of the digit changes, in this case from 0 to 1.

```
                KPAD/Y/◀▶
SWITCH 00 : 0000 0001
```

Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

4. Either:
   - ❒ Scroll through the switches with ◀ and ▶ until the required switch appears. Then go to step 3.
   - ❒ Finish: **Yes** and **Function**.

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The user parameter switches are outlined below. (*: Factory setting)

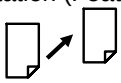
Switch 00 - Home position settings

Digit	Purpose
0	Stamp 0: Off* 1: On
1 2	Contrast home position Digit 2 Digit 1 Setting 0 0 Normal * 0 1 Lighten 1 0 Darken
3	Do not use this setting.
4 5	Resolution Digit 5 Digit 4 Setting Digit 5 Digit 4 Setting 0 0 Standard* 1 0 Fine 0 1 Detail 1 1 Do not use this.
6	Transmission mode 0: Memory Transmission* 1: Immediate Transmission
7	Halftone 0: Off* 1: On

Switch 01

Digit	Purpose
0 to 6	Do not change these settings.
7	If you change any of the contrast, resolution, transmission mode, or halftone settings before making a transmission, then: 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.*

Switch 02 - Printing of various items on received messages

Digit	Purpose
0	Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station (Feature Expander required). 0: Off 1: On * Forwarding Mark 
1	Center mark 0: Off* 1: On The center mark is not printed when the machine is used for making copies.
2	Reception time 0: Off* 1: On
3	TSI printing 0: Off* 1: On
4	Checkered mark 0: Off* 1: On
5 to 7	Do not change these settings.

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Switch 03 - Automatic printing of reports

Digit	Purpose		
0	Communication result report (Memory Transmission)	0: Off	1: On*
1	Do not change this setting.		
2	File reserve report	0: Off*	1: On
3	File reserve report(polling reception)	0: Off*	1: On
4	Communication result report(polling reception)	0: Off	1: On*
5	Transmission result report (Immediate Transmission)	0: Off	1: On*
6	Polling clear report	0: Off	1: On*
7	TCR	0: Off	1: On*

Switch 04 - Automatic printing of reports, various

Digit	Purpose		
0	Confidential reception report	0: Off	1: On*
1 to 6	Do not change these settings.		
7	Inclusion of part of the image on the following reports: Communication Result Report, File Reserve Report, Polling Clear Report, Communication Failure Report, Transfer Result Report, Polling Confirmation List 0: No 1: Yes*		

Switch 05 - Various

Digit	Purpose		
0	Substitute reception	0: Off	1: On*
1	Memory reception if no RTI or CSI received.	0: Possible	1: Not possible*
2, 3	Do not change these settings.		
4	Restricted Access	Digit 4 Setting 0 Off*	Digit 4 Setting 1 On
5	Do not change this settings.		
6	Energy Saver mode	Digit 6 Setting 0 Heater off 1 Heater energy saver mode*	
7	Do not change this setting.		

Switch 06 Home position

Digit	Purpose		
0	Printing TTI	0: Off	1:On*
1	Do not change this setting.		
2	Closed network transmission.	0: Disabled*	1: Enabled
3	Do not change these settings.		
4	Batch Transmission (Feature Expander required)	0: Off	1: On*
5 to 7	Do not change these settings.		

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Switch 07 - Do not change these settings

Digit	Purpose
0 to 7	Do not change these settings.

Switch 08 - Various

Digit	Purpose
0, 1	Multicopy reception (Feature Expander Required) Digit 1 Digit 0 Setting X 0 Off* 0 1 Messages from senders whose RTI/CSI's are programmed are multi-copied. 1 1 Messages from senders whose RTI/CSI's are **not programmed** are multi-copied.
2, 3	Authorized Reception Digit 3 Digit 2 Setting X 0 Off * 0 1 Receive messages only from senders whose RTI/CSI's are programmed. 1 1 Receive messages only from senders whose RTI/CSI's are **not** programmed.
4, 5	Specified Cassette Selection (Optional Lower Cassette Required) Digit 5 Digit 4 Setting X 0 Off * 0 1 Messages from senders whose RTI/CSI are programmed are printed from a upper cassette. 1 1 Messages from senders whose RTI/CSI are not programmed are pritned from a upper cassette.
6, 7	Forwarding (Feature Expander Required) Digit 7 Digit 6 Setting X 0 Off* 0 1 Forward messages only from senders whose RTI/CSI's are programmed. 1 1 Forward messages only from senders whose RTI/CSI's are **not** programmed.

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Switch 09 - Various

Digit	Purpose
0, 1	Memory lock (Feature Expander Required) Locked messages are printed when you enter the memory lock ID. Digit 1 Digit 0 Setting X 0 Off* 0 1 Only Lock messages from senders whose RTI/CSI's are programmed. 1 1 Lock all messages except those from senders whose RTI/CSI's are programmed.
2 to 7	Do not change these settings.

Switch 10 Various

Digit	Purpose
0	Reverse order printing (Feature Expander Required) 0: Off* 1: On
1	Two in One (Into 1) 0: Off* 1: On
2 to 6	Do not change these settings.
7	Halftone mode 0: Standard Mode* 1: Speed Mode

Switch 11 Various

Digit	Purpose
0 to 5	Do not change these settings.
6	Printing the received message when acting as a forwarding station. 0: Off 1: On*
7	Polling standby duration 0: Once* 1: Keep

Switch 12 Various

Digit	Purpose
0 and 1	Do not change these settings.
2	Toner saving mode 0: Off* 1: On Note: If on, contrast will be set to "Normal" automatically, preserving image quality. This is available when receiving fax messages and printing reports, but not for copying or printing from a PC. Further, messages sent to you in halftone mode will automatically turn off toner saving to ensure a clear image. To make sure that the fax quality is acceptable with toner saving on, print a few reports (see page 123). (Note: If the sender is using a machine made by another manufacturer, toner saving will stay on and this could lower image quality.)
3 and 4	Density of the printing image Digit 4 Digit 3 Setting Digit 4 Digit 3 Setting 0 0 Normal * 0 1 Lighten 1 0 Darken 1 1 Do not use this setting.
5 to 7	Do not change these settings.

Switch 13 - Do not use.

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SPECIFICATIONS

Dimensions:	18.7" x 18.1" x 9.4" (W x D x H) excluding trays, handset, and optional kits.
Weight:	38.4 lbs excluding the toner cassette, trays, printer paper, and optional equipments.
Power Supply:	115 Vac, 60 Hz; single phase
Power Consumption:	Standby: Minimum - 2W, Normal -25 W Transmission: 30 W Reception: 210 W Copying: 270 W Maximum: 870W (Copying)
Acceptable Document Dimensions:	Width: 5.8" to 12.0" (10.07" maximum scanning width) Length: 4.1" to 47.2" Thickness: 2 to 8 mils (20 lb bond paper)
ADF Capacity:	30 sheets (using 20 lb paper)
Cassette Capacity:	Cassette: 250 sheets Optional Paper Cassette (Removable Cassette): 100 sheets Optional Lower Cassette: 500 sheets
Memory Capacity:	Base machine: 40 pages With 2 Mbyte memory: 207 pages With 4 Mbyte memory: 371 pages Measured using a ITU-T #1 chart (Slerexe letter) at standard resolution
Resolution:	Standard: 200 x 100 dpi Detail: 200 x 200 dpi Fine: 200 x 400 dpi
Transmission Speed:	6 seconds at 14,400 bps (G3 ECM) for a ITU-T #1 test document (Slerexe letter) by memory using standard resolution
Compatibility:	G3
Paper Size:	Letter, Legal
Maximum Printing Width:	8.1"
Maximum Printing Speed:	10 pages/minute (Letter)

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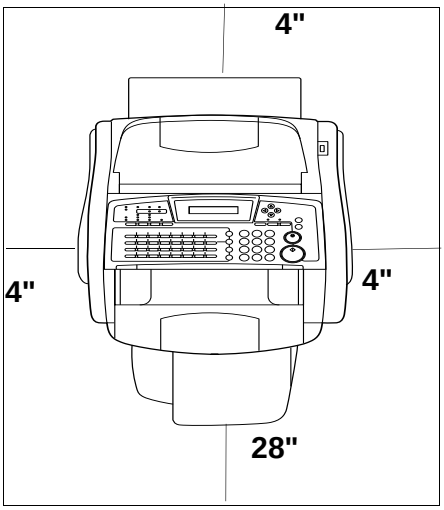
APPENDIX INSTALLATION AND INITIAL SETTINGS

LOCATION

For the best possible performance, install your machine in a place which satisfies the following conditions.

- ❒ Not exposed to direct sunlight
- ❒ Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd^3/hr per person.
- ❒ Level
- ❒ Not subject to vibration
- ❒ Away from other electronic equipment, to avoid interference
- ❒ Away from areas containing corrosive gas
- ❒ Dust-free
- ❒ Condensation-free
- ❒ Temperature 63 to 82°F
- ❒ Humidity 40 to 70% RH (do not install near a humidifier)
- ❒ Away from heaters and air conditioners, to avoid sudden changes of temperature
- ❒ Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- ❒ With the clearance as shown on the right



NOTE: This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

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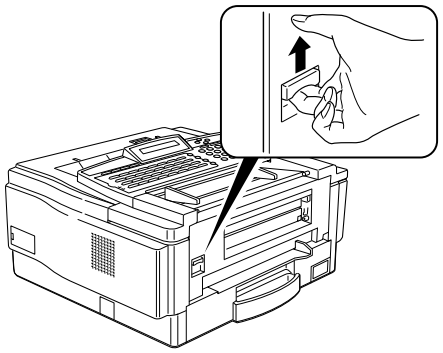
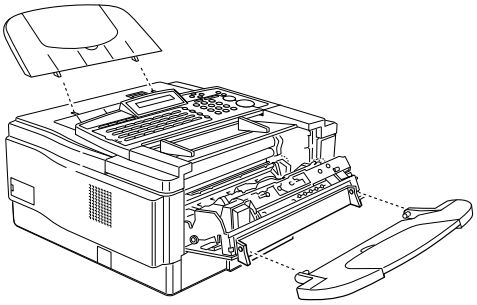
ATTACHING THE DOCUMENT TABLE AND DOCUMENT TRAY

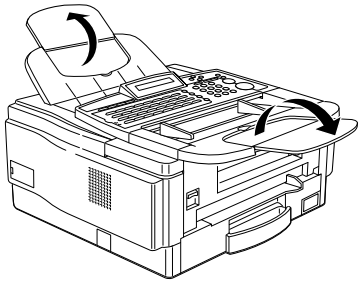
1. Open the front cover.



2. Attach the document table and the document tray as shown.

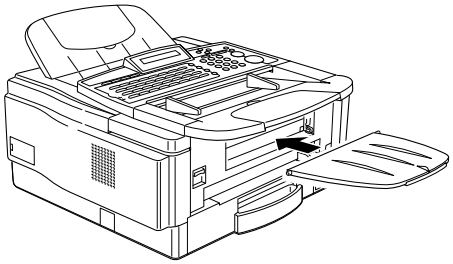


3. Close the front cover until you hear it click. If your documents are large, pull the extensions out.

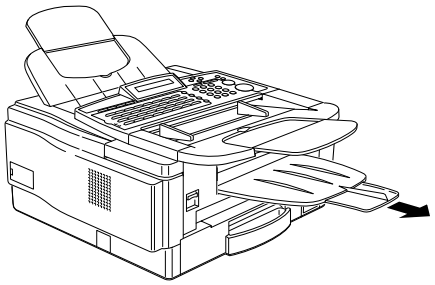


Attaching the Copy Tray

1. Attach the copy tray as shown.



2. You can also extend the copy tray.



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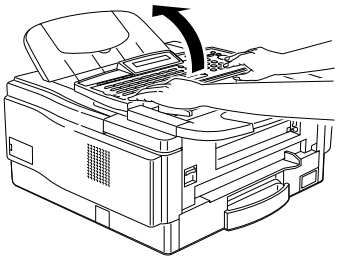
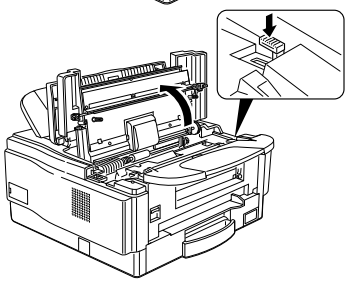
INSTALLING THE PHOTOCONDUCTOR, TONER CASSETTE AND CLEANING PAD

Before using the machine, install the photoconductor, toner cassette and cleaning pad as follows:

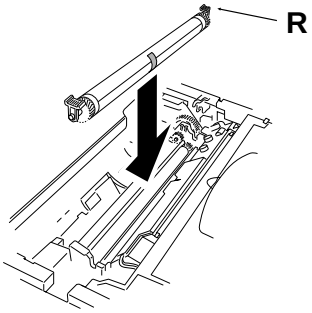
1. Lift up the operation panel.



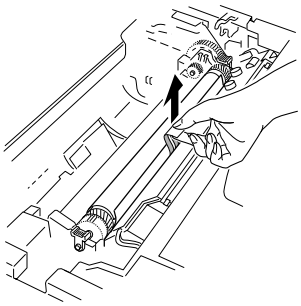
2. Open the front cover. (Push the button on the cover.)



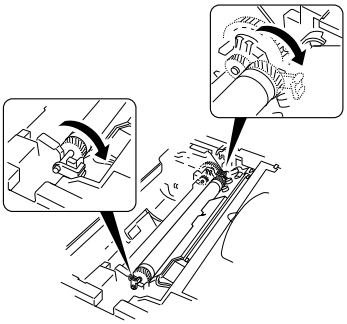
3. Place the photoconductor in the machine. Pay attention to the green knobs. One of them is marked "R" for right side.



4. Remove the black sheet as shown in the lower picture.



5. Turn the green levers to lock the photoconductor in place.
   Caution: Never touch the surface of the photoconductor (green drum).



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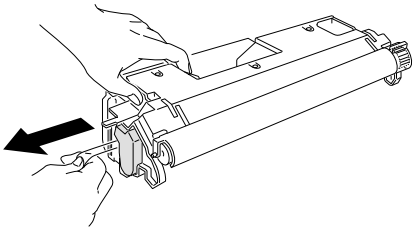
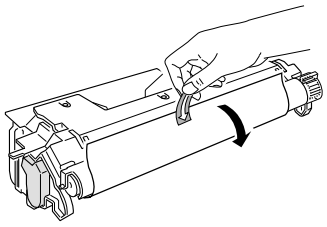
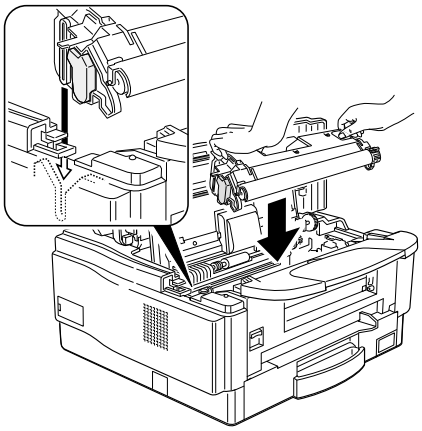
6. Pull out the transparent sheet from the side of the cassette, then remove the black sheet from the front.





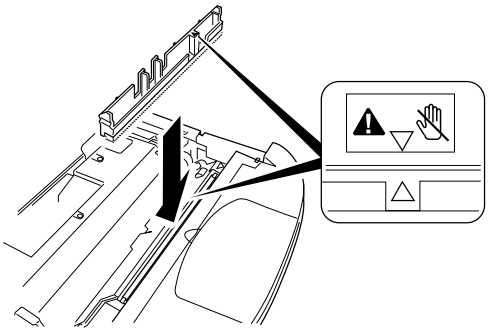
7. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



8. Install the cleaning pad as shown in the illustration.
   Match the position of the arrow on the cleaning pad with the arrow inside the machine.

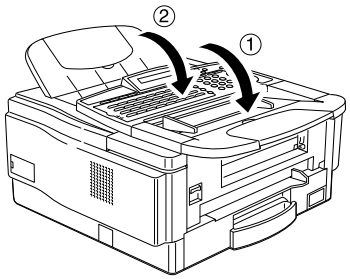
   NOTE: Push the cleaning pad until you hear it click.

   Important: Do not forget to install the cleaning pad. If not fitted correctly, damage may caused to the machine.

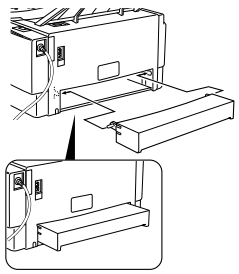


9. Close the upper cover and the operation panel.

   NOTE: If the top cover does not close, the toner cassette, photoconductor or cleaning pad is not correctly installed.



10 Fix the cassette cover on the rear side of the machine as shown opposite.



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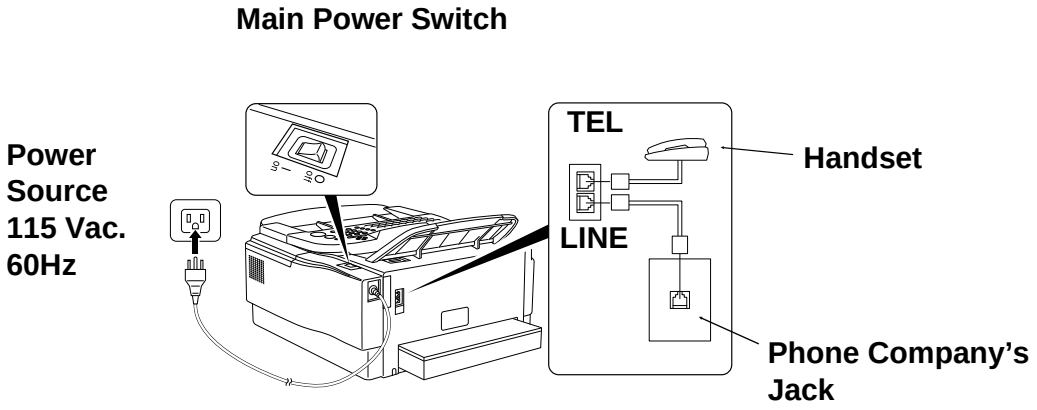
CONNECTING THE MACHINE

CAUTION:
Do not switch on until everything is connected properly.

Before using the machine it must be connected to the telephone line correctly (see below). When this has been done, plug in the power cable and switch the machine on.



- ❒ Make sure that the machine is properly connected to the telephone line and the power outlet, as shown above.
- ❒ Program the Telephone Line Type setting (use Function 62; see page 192). If your telephone normally sends out tones(touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

IMPORTANT POINTS ABOUT POWER CONNECTION

- ❒ The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
- ❒ The power cord should not be laid in a place where it might trip somebody.
- ❒ Do not lay anything on the power cord.
- ❒ If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

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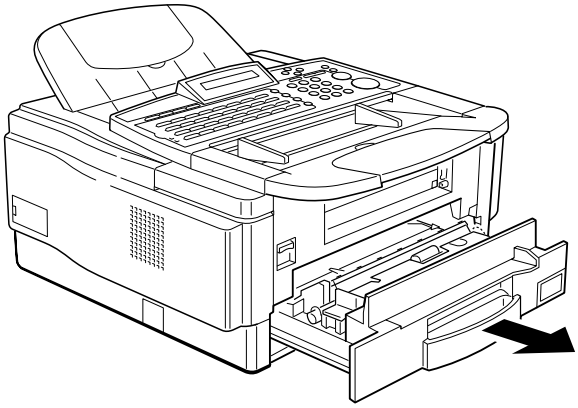
LOADING THE PAPER IN THE CASSETTE

When you load the paper in the cassette, do the following.

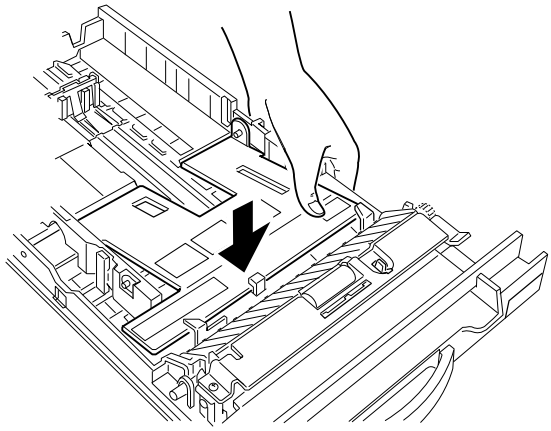
1. Remove the cassette.

   NOTE: Pull it out horizontally.

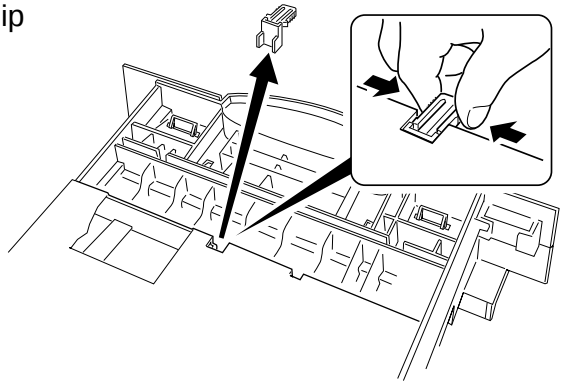
CAUTION:
To avoid dropping the cassette hold it by the front and side while pulling it out.



2. Push the metal plate down.



3. After pushing the metal plate, turn over the cassette and take out the clip as demonstrated in the illustration.



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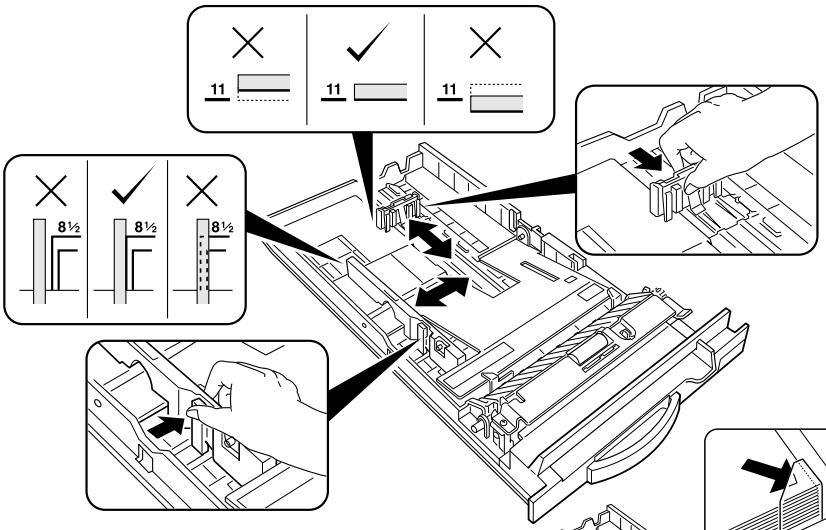
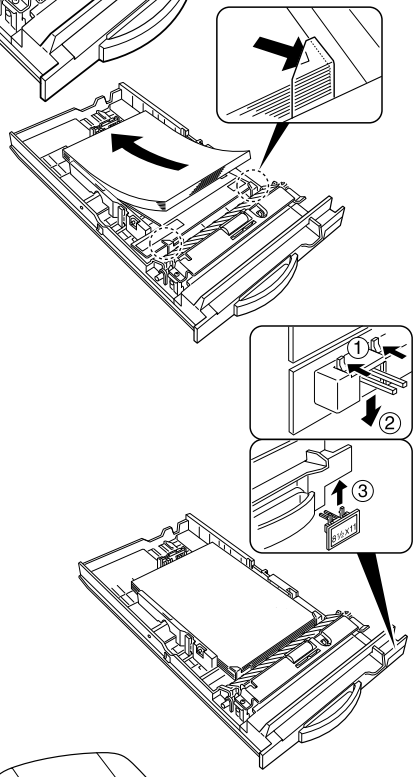
4. Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the paper tray. The fences should be aligned so that the inside edge of each fence is just touching the line of the scale (top left caption).
   To move a fence, pinch the top lever in and slide the fence in or out as shown (top right and bottom left).

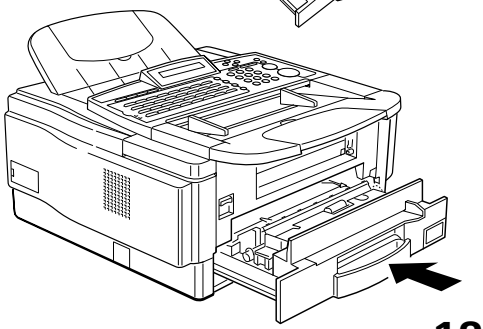


5. Lower the metal plate until it clicks. Place the paper into the tray in the direction shown opposite, making sure it fits under the metal corners at the front.
   If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.

6. If you have the optional cassette, set the appropriate size plate at the front of it.



7. Replace the cassette.



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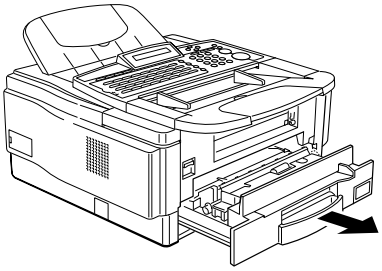
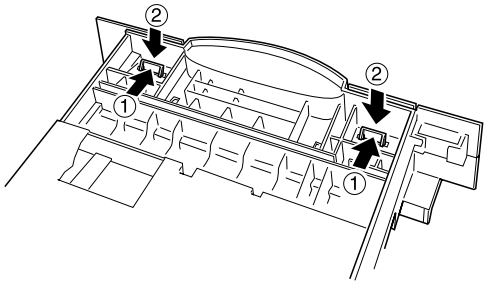
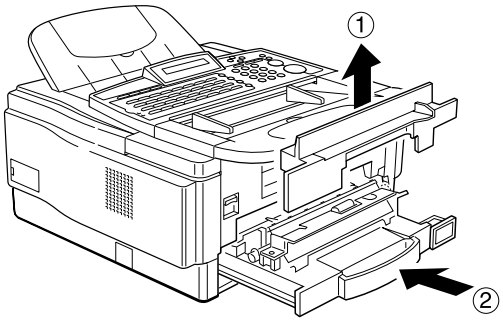
INSTALLING REMOVABLE CASSETTE AND LOADING PAPER (OPTION)

1. Pull out and remove the cassette.

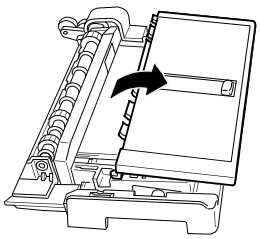


2. Turn over the cassette and remove the front cover attached to the cassette as shown in the picture.
   Then Close the cassette.

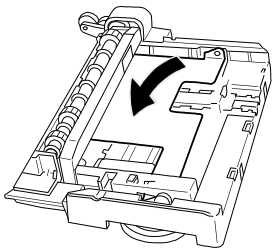




3. Remove the cover of the cassette.



4. Push the bottom plate until it clicks.



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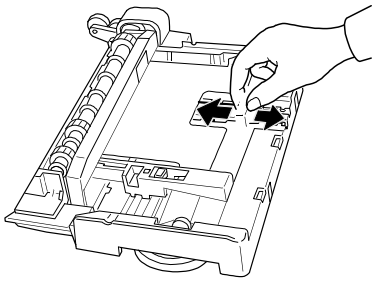
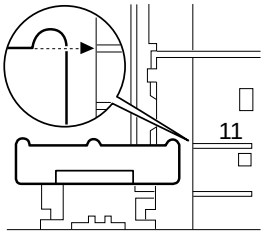
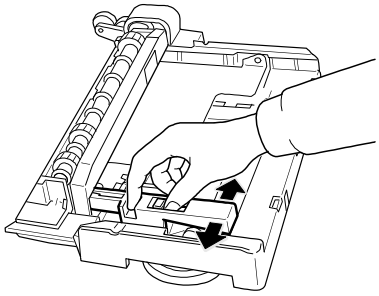
5. Adjust the position of the end fence.

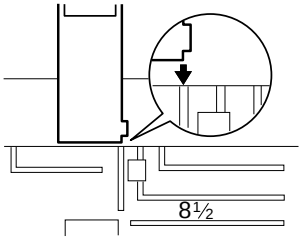




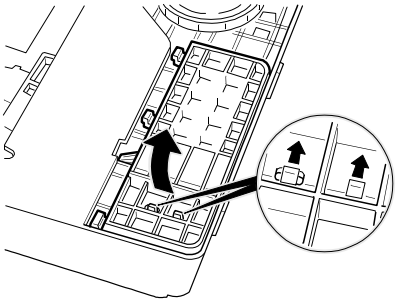
6. Adjust the position of the side fence.



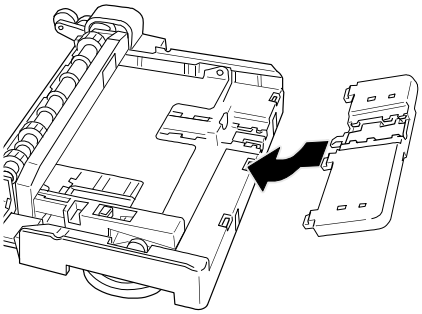
Installing the long paper extension.



7. Turn over the cassette. Remove the extension.



8. Turn over the cassette again and install the extension.



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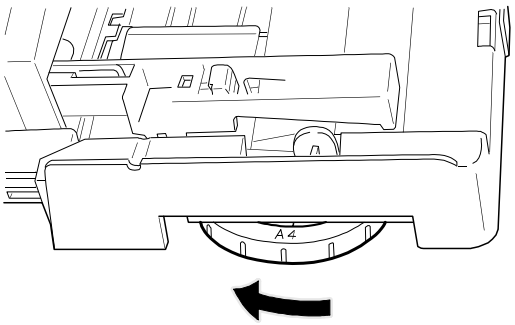
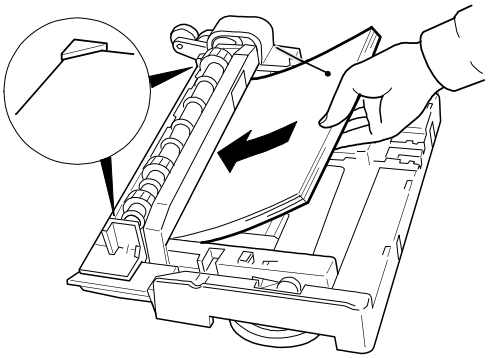
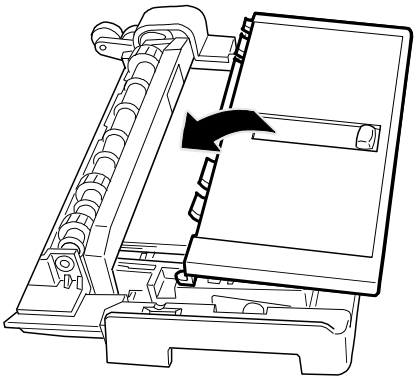
9. Rotate the dial until the appropriate size appears.



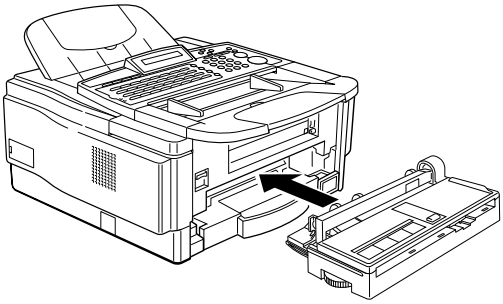
10. Set the paper under the corners. If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



11. Set the cover of the removable cassette.



12. Install the removable cassette.



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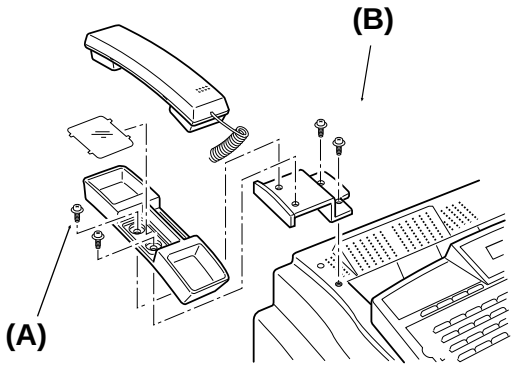
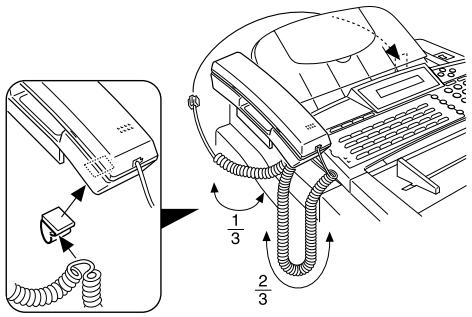
ATTACHING THE OPTIONAL HANDSET

1. Attach the handset stand to the bracket by two screws. (A)
   Then attach the bracket with stand to the machine by two screws. (B)



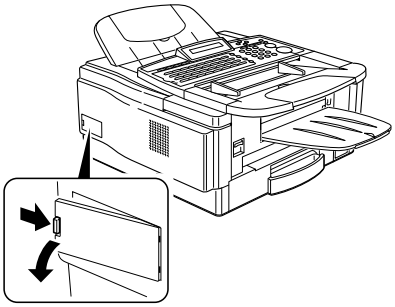
2. To avoid slack wire hanging at the rear of the machine, attach the cord clip.
   1) Insert the cord into the clip about two thirds down (see diagram).
   2) Peel off the adhesive cover on the cord clip.
   3) Fix the cord clip to the handset bracket as shown.
3. Plug the cable to "Tel" jack on rear side of the machine.



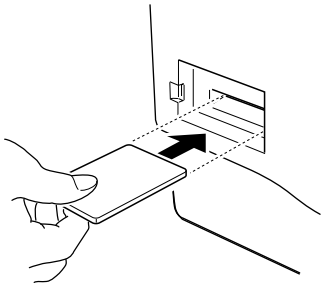
INSTALLING THE OPTIONAL FEATURE EXPANDER

Switch off the power before you install the optional feature expander.

1. Remove the cover on the left side of the machine.



2. Insert the memory card with the printed face up.
   Make sure that the machine and card contacts touch.



3. Replace the cover. Then switch on the power.

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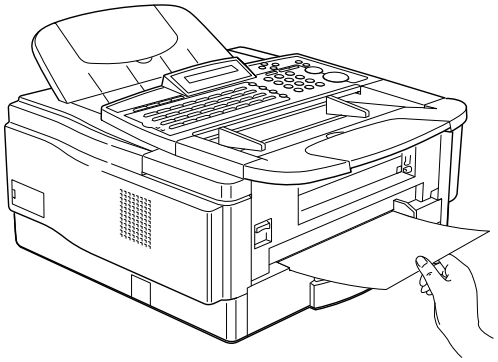
USING MANUAL FEED

You can set a sheet of paper using the manual feeder when you make a copy or print from the PC (Optional Printer Interface is required).

1. Insert a sheet of paper and align it with the right edge.
   Paper will be fed.

   NOTE: If a paper is left in the manual feeder for 3 minutes, it will be fed out automatically.

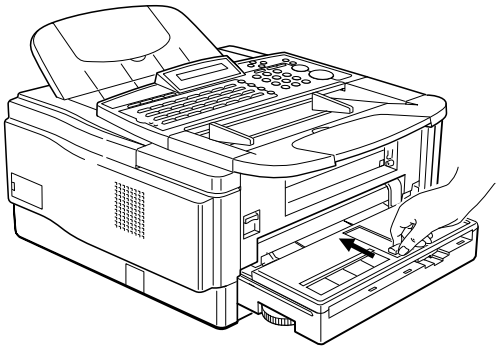
   CAUTION: Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



Using Manual Feed with the Removable Cassette (Option)

You can set a sheet of paper using the manual feeder of the removable cassette when you make a copy or print from the PC (Optional Printer Interface is required).

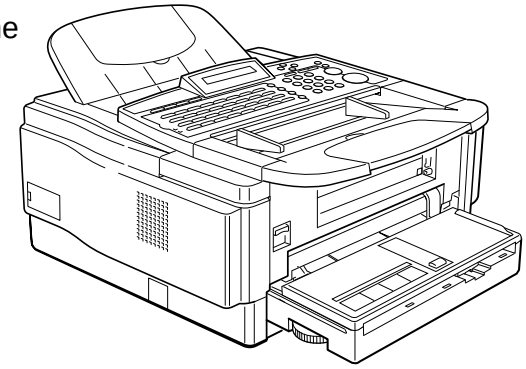
1. Close the cover of the removable cassette



2. Set a sheet of paper and align it with the right edge.
   Paper will be fed.

   NOTE: The acceptable paper size from the manual feed is 7.5" to 8.5" in width, and 5.5" to 14.0" in length.

   CAUTION: Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



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SOME ITEMS MUST BE PROGRAMMED FIRST

Overview

After you have installed your new machine and connected it to the telephone line, there are a few things that you have to do before you start to send fax messages from your new machine.

You should set up your machine's clock and identification. In fact, for faxes sent to, from, or within the United States, the United States' Federal Communications Commission (FCC) states that the fax message must contain header information that identifies the sender (or the sender's organization), and the date and time that the fax was sent. To do this, program the following features.

❒ Date and Time/Daylight Saving Time: see page 188.
❒ RTI (Remote Terminal Identification): see page 190.
❒ TTI (Transmit Terminal Identification): see page 190.
❒ CSI (Called Subscriber Identification): see page 191.

In addition, you also have to make sure that the fax machine's dialing circuits are set up correctly. There are two settings: Pulse Dial, and Tone Dial. If you select the wrong setting, your machine will not be able to dial fax numbers. If you are not sure which setting to use, contact your telephone company. To change this setting, see the following section of the manual.

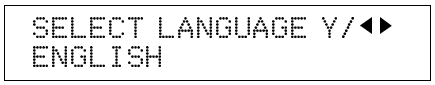
❒ Pulse Dial or Tone Dial?: see page 192.

Also, if you have a handset attached to your fax machine, make sure that its dialing circuit is also set up correctly.

Selecting the Display Language Selection

If your native language is Spanish or French, you can have the machine display instructions and print reports in either of these languages instead of in English.

1. **Function 6 2 2 2 2 9 3** and **Yes**.



2. Use the ◄ and ► to scroll the language.
3. When the correct language is displayed, press **Yes** and **Function**.
   ❒ Once you have done this, all displays and reports will be in the selected language.

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Setting the Date and Time

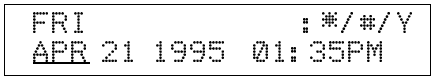
Your fax machine has an internal clock. It controls the following features.

- ❒ The time display on the operation panel while the machine is idle.
- ❒ Operation of time-delay features like Send Later.
- ❒ The date and time that is printed out on pages that you receive, if Reception Time is switched on.
- ❒ The date and time that is printed out at the other end on pages received from your machine.

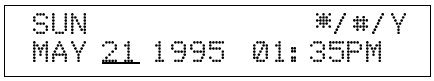
Program the correct date and time when you install the machine.

Cross-references:
Send Later: see page 29.

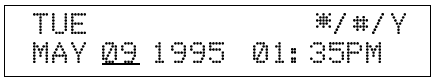
1. Press **Function 6 2 2 2 2 9 1** and **Yes**. Example: Change to 09 May '95, at 10:25AM



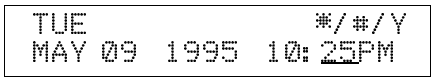
2. Change the month using ∗ or # (∗ to scroll forward, or # to scroll backward) on the ten keypad and press ▶ to move the cursor.



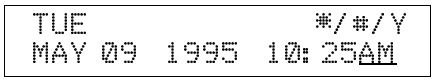
3. Change the date with the ten keypad to 09.



4. Type in the year and time at the keypad as 9 5 1 0 2 5.



5. Change AM/PM using ∗ or # on the ten keypad.



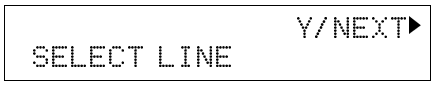
6. When the display is correct, press **Yes Function**.

Daylight Saving Time

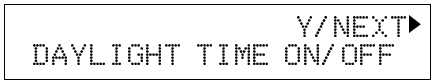
Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

- ❒ When you install the machine for the first time, take care that the setting is correct before you set the date and time.

1. Press **Function 6 2 2 2 2 6 2** and **Yes**.



2. Press ▶ until the screen is as shown opposite, and then press **Yes**.



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3. Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is off if the display is shown as opposite.

```
DAYLIGHT          Y/◀▶
 ON   ▶OFF
```

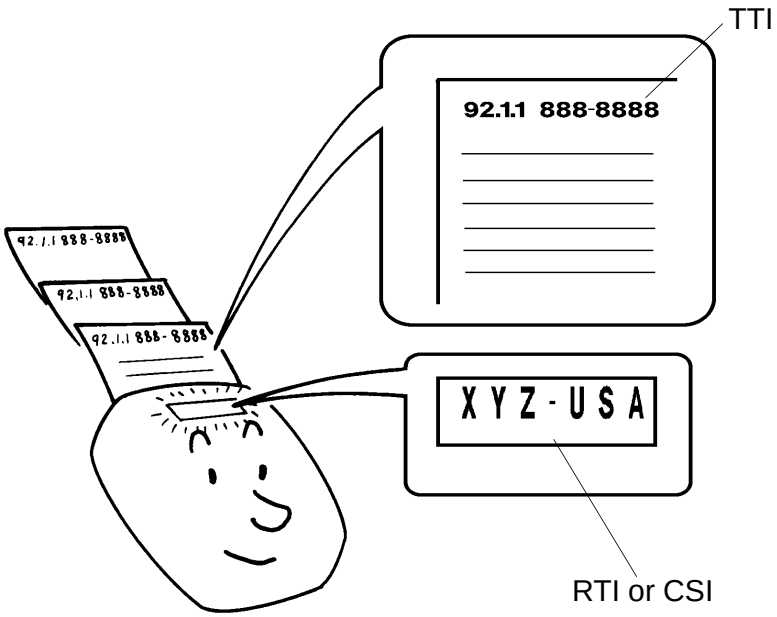
4. To store your setting: **Yes**.

Setting Your Machine's Identification

There are three labels which identify yourself to the operator at the other end. These labels are called the RTI, the TTI, and the CSI.

- ❒ RTI (Remote Terminal Identification) and CSI (Called Subscriber Identification): These appear on the receiving fax machine in the display on the operation panel during communication, and on reports after communication.
- ❒ TTI (Transmit Terminal Identification): This is printed at the other end at the top of each page received from your machine.

You can see the RTI, TTI, and CSI of the other party during the communication (see the following diagram) and on reports printed by the machine later.



Some machines may reject your transmitted fax messages if you have not stored the RTI, TTI, or CSI in advance.

NOTE: You can switch the TTI off for a particular transmission if you do not wish it to be printed on your pages as they are printed at the other end. See page 32.

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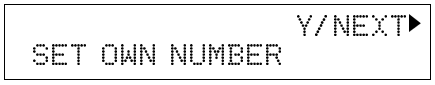
RTI (Remote Terminal Identification)

Your RTI appears on the other party's operation panel during communication, providing the other machine was made by the same manufacturer as yours. The RTI can have up to 20 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

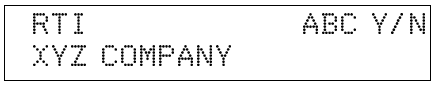
1. Press **Function 6 2 2 2 2 6 1** and **Yes**.



2. Press ▶ until the screen is as shown opposite.

3. Press **Yes**.

4. Input the RTI using the Quick Dial key or the ten keypad. (You can delete a character using **Clear**.)
   Example: XYZ COMPANY
   For how to program characters, see page 166.
   NOTE: The RTI cannot be not more than 20 characters long.



5. Press **Yes** to program the RTI. You may then enter the TTI by going to step 1 of the following procedure.

TTI (Transmit Terminal Identification)

Your TTI is printed at the other end on the top edge of each page that you send. The TTI can have up to 32 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

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1. Either:
   - ❒ To enter the RTI from the standby mode, press **Function 6 2 2 2 2 6 1** and **Yes**. And then press ▶ until the screen is as shown opposite. Then press **Yes**.
   - ❒ If you have just entered the RTI in the previous procedure, press **Yes**.

```
                    Y/NEXT▶
SET TTI
```

2. Either:
   - ❒ If no TTI has been stored, input the TTI using the Quick Dial keys and the ten keypad.
   - ❒ If a TTI has already been stored, and/or you do not wish to edit: **No** and go to step 4.
   - ❒ To change or enter the TTI, press **Yes**, then edit your TTI
     Example: XYZ HEAD OFFICE
     NOTE: You may use up to 32 characters.

```
TTI                 ABC
```

```
TTI  CHANGE?        Y/N
XYZ HEAD OFFICE
```

```
TTI  CHANGE?        Y/N
XYZ HEAD OFFICE
```

? For how to program characters , see page 166.

     To edit the TTI to "XYZ NY OFFICE", for example, move the cursor below H using ◀ and ▶. Press **Clear** four times and input NY.

```
TTI                 ABC Y/N
XYZ NY OFFICE
```

3. Press **Yes** to enter the TTI.
4. You may wish to enter the CSI next. Either:
   - ❒ Go to step 1 in the following procedure of CSI programming.
   - ❒ Press **Function** to return to the standby mode.

CSI (Called Subscriber Identification)

Your CSI appears on the other party's operation panel during communication instead of your RTI, if the other party's machine is another manufacturer's product. The CSI can have up to 20 characters (only numbers and spaces can be used). Enter your fax machine's telephone number, because some features of your machine may not work if the CSI is not the same as the telephone number.

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1. Either:
   - ❒ If you are starting from standby mode, press **Function 6 2 2 2 2 6 1** and **Yes**. And then press ▶ until the screen is as shown opposite. Finally press **Yes**.
   - ❒ If you have just entered the TTI in the previous procedure, press **Yes**.

```
                    Y/NEXT▶
SET CSI
```

```
CSI                 KPAD
```

2. Input your telephone number.
   Example: 2125556789

```
CSI          KPAD/Y/◀▶
2125556789
```

   NOTE: You may use up to 20 digits.
   - ❒ If you wish to input a "+" sign (common practice in Europe), use Quick Dial 28 (symbol).

3. **Yes** and **Function**.

Pulse Dial or Tone Dial?

If the setting of this feature is incorrect, you will not be able to dial using the machine's keypad or automatic dialer.

There are two basic types of telephone company exchange:
- ❒ Exchanges using Tone Dialing (also known as touch tone, DTMF, TT, or sometimes PB)
- ❒ Exchanges using Pulse Dialing (also known as rotary dial, PD or DP)

The telephone line type setting in your fax machine must match the type of exchange that you are connected to. If you are not sure what type your local exchange is, ask the telephone company.

NOTE: If there is a handset connected to your fax machine, make sure that it is also set up in the correct dialing mode.

Change the line type setting for the fax machine using Function 62.

1. Press **Function 6 2 2 2 2 6 2** and **Yes**. Make sure that the display is as shown opposite.
2. Press **Yes**.
   PD = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.
3. Change the setting by using ◀ or ▶.
4. To finish, press **Yes** and **Function**.

```
                    Y/ NEXT▶
SELECT LINE
```

```
SELECT LINE         Y/◀▶
▶TT  PD
```


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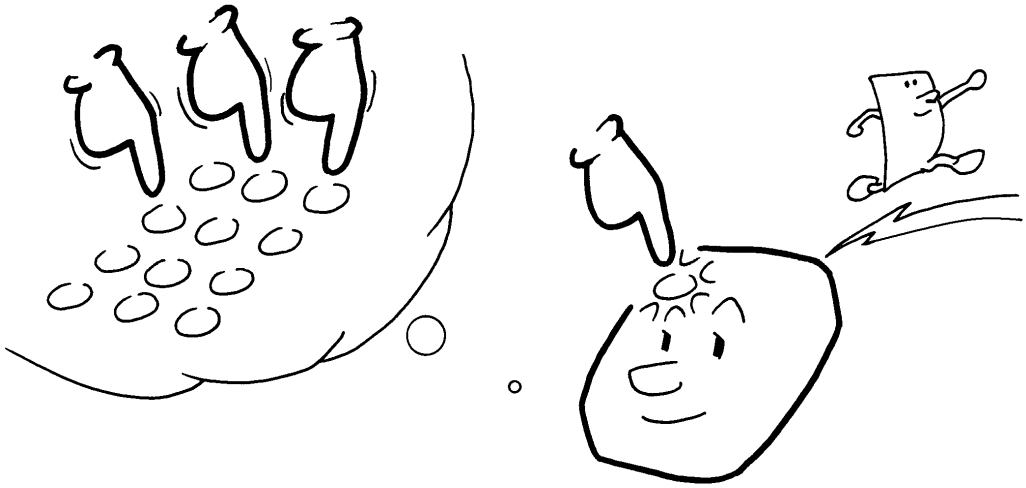
QUICK DIAL, SPEED DIAL, AND GROUP DIAL

Three Convenient Ways to Dial



Instead of dialing the full number on the fax machine's keypad, you can use Speed Dial, Quick Dial or Group Dial.

These features allow you to store telephone numbers in your machine's memory. (A stored number will remain in the memory, and you can use it as many times as you wish without having to reprogram it.)

Then, when you need to dial a number, just call it up (by pressing the required Quick Dial key or two digit Speed Dial code).

Quick Dial and Speed Dial

Quick Dial and Speed Dial are very convenient for dialing numbers that you often call, especially if these numbers are very long (like international numbers).

These features greatly improve the convenience of operating your machine. However, first, you have to program the telephone numbers that you need into the Quick Dial Keys and Speed Dial Codes in your machine.

After programming your Quick Dials and Speed Dials, you can dial a telephone number with very few keystrokes.

- ❒ For Quick Dial, just press a Quick Dial key then press Start.
- ❒ For Speed Dial, press the key on the operation panel labeled "Speed Dial", enter a two-digit Speed Dial code, then press Start.
  You can also access Speed Dial codes using the Telephone Directory feature (see page 27).

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You can store up to 32 Quick Dial keys and 90 Speed Dial Codes in this model.

When you store a Quick Dial or Speed Dial, you can also store the name of the other party as a quick reference (this name will be displayed on the operation panel before you press the Start key, so you can check whether you have selected the correct number). This label is used with features such as Telephone Directory or Label Insertion.

Groups

If you frequently send the same message at the same time to more than one place, program these telephone numbers into a group. Then you can send the messages to all the addresses in that group with just a few keystrokes.

You can also program a name for that group (for example, "Branch Offices"), which will be displayed before you press the Start key. This helps you to check whether you have selected the correct group.

You can store up to 7 Groups in this machine.

Groups can be used with the following features.
❒ Broadcasting (Sending to More Than One Location); see page 20.
❒ Polling Reception; see page 109.

Caution: There are limits on the number of addresses that can be dialed with each of these features. Do not store more numbers in the group than the capacity of the feature that you plan to use it with. These limits are:

Broadcasting: 132 addresses
Polling Reception: 132 addresses

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Programming Quick Dial

This machine has 32 Quick Dial keys (01 to 32), each of which can be programmed as **one** of the following: Quick Dial key, Group, Auto Document, or Keystroke Program. The page number in the following table shows the location of the programming procedure.

1	Quick Dial	A fax or telephone number	This page
2	Group	A set of fax numbers that you often wish to send the same fax to at the same time.	Page 201
3	Keystroke Program	A program of settings, features, and destinations.	Page 49
4	Auto Document	A page that you often send, such as a map.	Page 55

Using the following procedure, you can store telephone numbers as Quick Dials. You can also store a label with each number for use with the Label Insertion feature.

NOTE: You cannot use the following procedure to store Groups, Keystroke Programs or Auto Documents.

Programming a New Quick Dial

1. Press **Function 3 1** and **Yes**.
   - ❒ At this time, you can print a Quick Dial List if you press ◄ and **Start**.

```
                  QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

2. Press the Quick Dial key that you wish to program.
   Example: Quick Dial **01**
   NOTE: Press the **01** of the Quick Dial key not **0** and **1** on the ten keypad.
   - ❒ If you pressed the wrong key, scroll using ◄ and ►.

```
 01      PROGRAM? Y/◄►
```

3. **Yes**.

```
 01              KPAD/N
```

4. Enter the telephone number at the operation panel's ten keypad.

```
 01           KPAD/Y/N
2125551234
```

If your machine is behind a PBX, include the access code and a pause before the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**.

```
 01                   Y/N
PROGRAM LABEL?
```


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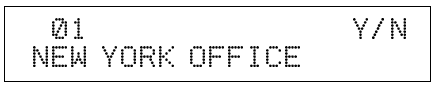
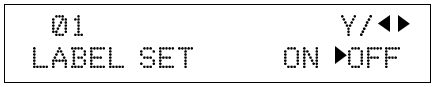
6. To enter a label for this Quick Dial press **Yes**.
   NOTE: If you do not wish to enter a label, press **No**. Go to step 9.

7. Enter the label
   Example: NEW YORK OFFICE
   Enter the characters using the Quick Dial keys and the ten keypad.
   For how to enter labels, see page 166.



8. **Yes**.



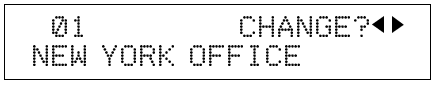
9. Switch Label Insertion On or Off using ◄ or ►, then **Yes**.

10. Either:
    ❒ Program another: Go to step 2.
    ❒ Finish: **Function**.

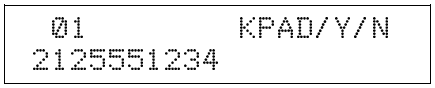
Editing a Quick Dial

1. **Function 3 1**and **Yes**.

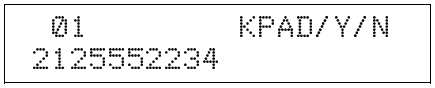
2. Press the Quick Dial key that you wish to edit.
   Example: Quick Dial key 01.
   ❒ If the wrong number is displayed, use the ◄ and ► keys to scroll through the Quick Dial Keys on the screen.



3. **Yes**.



4. Edit the number.
   ❒ Enter numbers at the cursor which can be moved using the ◄ and ► key. Use **Clear** to delete a digit.



   After entering the new number, press **Yes**.

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5. Either
   - ❒ Change the label: Edit the existing label, then press **Yes**. Go to step 6.

   ```
    01            ABC Y/N
   NEW YORK OFFICE
   ```

   - ❒ Keep the label as it is: press **Yes** twice. Go to step 8
6. Edit the label .
   Example: LONDON OFFICE

   ```
    01            ABC Y/N
   LONDON OFFICE
   ```

   ? For how to edit: See page 166.
7. **Yes**.

   ```
    01                 Y/◄►
   LABEL SET    ►ON  OFF
   ```

8. Switch Label Insertion On or Off using ◄ or ►, then **Yes**.
9. Either:
   - ❒ Edit another: Go to step 2.
   - ❒ Finish: **Function**.

Erasing a Quick Dial

1. **Function 3 1** and **Yes**.

   ```
                  QUICK/◄►
   PRINT LIST ◄/SEARCH ►
   ```

2. Press the Quick Dial key that you wish to erase.
   Example: Quick Dial key **01**.
   - ❒ Use ◄ and ► to move the cursor to scroll through Quick Dial numbers.

   ```
    01 CHANGE?       Y/◄►
   NEW YORK OFFICE
   ```

3. **Yes**.

   ```
    01          KPAD/Y/N
   2125551234
   ```

4. **No** and **Yes**.

   ```
    01             KPAD/N
        CLEARED
   ```

5. Either:
   - ❒ Edit another: Go to step 2.

   ```
                  QUICK/◄►
   PRINT LIST ◄/SEARCH ►
   ```

   - ❒ Finish: **Function**.

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Programming Speed Dials

Using this feature, you can store telephone numbers as Speed Dial Codes. You can also store a label with each telephone number for use with the Telephone Directory and Label Insertion features.

Telephone Directory
This makes using Speed Dial Codes more convenient.
When you program a Speed Dial Code, you can program a name and a telephone number. Then, instead of having to refer to the latest Speed Dial Code list when you want to dial that number, you can type in the first letter of the name, and scroll through the list of names that begin with that letter until you find the right one.
You may also program the letter under which you wish to file the label. For example, if a Speed Dial Code has the label HOTEL NEW YORK, you may wish to file this label under N instead of under H if your Telephone Directory contains a lot of hotels. This would make it easier to find using the Telephone Directory feature; type in N instead of H, then scroll through the N's until you find the HOTEL NEW YORK.

Cross-reference
Label Insertion: see page 65. Telephone Directory: see page 39.

Programming a New Speed Dial

1. **Function 3 2** and **Yes**.

```
                KPAD◄►
PRINT LIST ◄/SEARCH►
```

2. Input the Speed Dial Code that you wish to program (from 00 to 89).
   Example:
   If you want to program Speed Dial code 01; press **0** and **1** on the ten keypad.

```
 01 PROGRAM?     Y/◄►
```

3. **Yes**.

```
 01              KPAD/N
```

4. Enter the telephone number at the operation panel's ten keypad.

```
 01          KPAD/Y/N
01144755551234
```

If your machine is behind a PBX, include the access code and a pause before the telephone number.
For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**.

```
 01                 Y/N
PROGRAM LABEL?
```


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6. Either:
   - ❒ If you want to program the label for this Speed Dial, press **Yes**.
   - ❒ Do not program a label for this number: Press **No** and go to step 9.

```
 01          ABC
```

7. Enter a label.

```
 01          ABC Y/N
XYZ CO. LONDON
```

? Inputting and editing labels: see page 166.

8. **Yes.**

```
 01              Y/◄►
LABEL SET    ON ►OFF
```

9. Switch Label Insertion On or Off using ◄ or ►, then **Yes**.

10. Either:
    - ❒ Program another: Go to step 2.
    - ❒ Finish: **Function**.

Editing a Speed Dial

1. **Function 3 2** and **Yes**.

```
                KPAD/◄►
PRINT LIST ◄/SEARCH►
```

2. Input the Speed Dial Code that you wish to edit (from 00 to 49).
   Example:
   If you want to edit Speed Dial code 01, enter **0 1** on the ten keypad.
   NOTE: You can search through Speed Dial codes using ◄ and ►.

```
 01   CHANGE?   Y/◄►
XYZ CO. LONDON
```

3. **Yes**.

```
 01          KPAD/Y/N
01147755551234
```

4. Edit the number.
   - ❒ Enter numbers at the cursor which can be moved using the ◄ and ► key. Use **Clear** to delete a digit.

   After entering the new number, press **Yes**.

```
 01              Y/N
PROGRAM LABEL?
```

5. Either
   - ❒ Change the label: Edit the existing label, then press **Yes** and go to step 6.
   - ❒ Keep the label as it is: press **No** and go to step 8.

```
 01          ABC Y/N
NEW YORK OFFICE
```


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6. Edit the label.
   Example: LONDON OFFICE

   ❒ Enter characters at the cursor which can be moved using the ◀ and ▶ keys. Use **Clear** to delete a digit.

   For how to edit: See page 166.

```
 01            ABC Y/N
LONDON OFFICE
```

7. **Yes**.

```
 01              Y/◀▶
LABEL SET    ON ▶OFF
```

8. Switch Label Insertion On or Off using ◀ or ▶, then **Yes**.

9. Either:
   ❒ Edit another: Go to step 2.
   ❒ Finish: **Function**.

Erasing a Speed Dial

1. **Function 3 2** and **Yes**.

```
              KPAD/◀▶
PRINT LIST ◀/SEARCH▶
```

2. Input the Speed Dial Code that you wish to erase. Example: If you want to erase Speed Dial code 01; press **0** and **1** on the ten keypad.
   ❒ If the wrong number is displayed, use ◀ and ▶ to scroll through the Speed Dial Codes on the screen.

```
 01  CHANGE?    Y/◀▶
XYZ CO. LONDON
```

3. **Yes**.

```
 01          KPAD/Y/N
01147755551234
```

4. **No** and **Yes**.
   After erasing a number, you can store a new one to replace it.

   If you do not wish to erase another Speed Dial number, go to step 2 to continue or press **Function** if you have finished.

```
 01            KPAD/N
      CLEARED
```


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Programming Groups

Groups allow you to combine some numbers into one group, for easy sequential transmission to all the numbers in that group. These numbers can be selected from those already stored in Quick Dial keys or Speed Dial Codes, or you can select other numbers by entering them at the keypad.

You can also store a label with each Group. This label will be displayed when you select the Group.

NOTE: See page 20 for how to dial a group.

The Group programming procedure has several stages. Entering Group Programming mode will be explained first, followed by the other stages.

Entering Group Programming Mode and Selecting a Group

1. **Function 3 3** and **Yes**.

```
GROUP              1-7/N
PRINT LIST ◄/SEARCH ►
```

2. Input the number of the group that you wish to program.

```
GROUP 1            Y/◄ ►
```

   ❒ There are 7 groups, from 1 to 7.

   Example: Group: 1
   Enter **1** on the ten keypad and **Yes**.

```
GROUP              Y/N
PROGRAM QUICK?
```

   ❒ If this group already exists, go to step 4.
   ❒ If you input the wrong group number, press **No**.

3. Either:
   ❒ If you do not want to program this group into a Quick Dial key: **No** and go to step 6.
   ❒ If you want to program this group into a Quick Dial key: **Yes**.

```
GROUP 1          QUICK/N
```

4. Press the Quick Dial key in which you wish to store this new group.
   Example: Quick Dial key 08.
   ❒ If you press the wrong key: **No**.

```
GROUP 1            Y/N
 08
```

5. **Yes**.

```
GROUP 1            Y/N
PROGRAM LABEL?
```

6. Either:
   ❒ If you want to program a label for this Group: Press **Yes** and go to step 7.

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❒ If you do not wish to program a label: Press **No** and go to step 9.

7. Input a label using the Quick Dial keys and the ten keypad (such as DISTRIBUTORS).

```
GROUP 1      ABC /Y/N
DISTRIBUTORS
```

8. **Yes**.

```
GROUP 1          DIAL/N
```

9. Input the number that you wish to store in the group. For example:
   - ❒ Quick Dial 25: Press the **25** on the ten keypad.

```
GROUP 1              Y/N
 25
```

   - ❒ Speed Dial 00: **Speed Dial** key and then **0** and **0** from the ten keypad.

```
GROUP 1              Y/N
 00
```

   - ❒ Full number: Input it at the keypad on the operation panel.

```
GROUP 1              Y/N
00144215842261
```

10. **Yes**.
    If "ALREADY PROGRAMMED" appears, either;
    - ❒ Keep the number: **No**.
    - ❒ Erase the number : **Yes**.

```
GROUP 1          DIAL/N
```

NOTE: Do not store more than 132 numbers in a Group.

11. Either:
    - ❒ Input another number: Go to step 9.
    - ❒ Finish storing numbers in this group: **No**. And go to step 12.
12. Now you can either:
    - ❒ Start working on another Group. Go to step 2.

```
GROUP              1-7/N
PRINT LIST ◄/SEARCH ►
```

    - ❒ Return to standby mode by pressing **Function**.

Editing and Erasing the Group

This procedure deletes or edits this Group and all the numbers stored in it. The Speed Dial Codes and Quick Dial keys that you used in this Group will not be deleted from the memory; you can continue to use them for other purposes.

1. **Function 3 3** and **Yes**.

```
GROUP              1-7/N
PRINT LIST ◄/SEARCH ►
```


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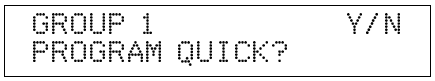
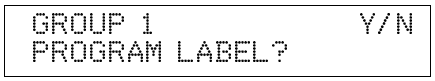
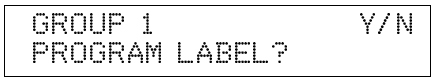
2. Input the number of the group that you wish to alter.
   Example: If you want to delete or edit the contents of the Group 1; press **1** on the ten keypad. And press **Yes**.



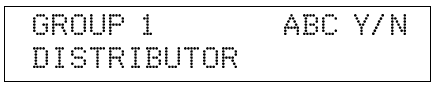
3. Either:
   - ❒ If you want to change the Quick Dial key where that Group is stored: **Yes**.
     Then press **No** and press a new Quick Dial key. (**NOTE:** If that Group is not programmed into a Quick Dial key, you don't have to do it.)
     Then press **Yes** and go to step 4.



   - ❒ If you don't want to program that group into a Quick Dial key, press **No**, then go to step 4.



4. Either:
   - ❒ If you want change the label, press **Yes**.
     Edit the label and press **Yes**.
   - ❒ If you want to keep this label, press **No**.



5. Input a number that you wish to store in or erase from the group.
   Example:
   Quick Dial 01: Quick Dial key 01.
   Speed Dial 30: **Speed Dial**, **3** and **0** on the ten keypad.
   Full number: Enter it at the ten keypad.

6. **Yes**.
   If "ALREADY PROGRAMMED" appears, either:
   - ❒ Keep the number: **No**.
   - ❒ Erase the number **Yes**.
     Go back to step 5.

7. Either:
   - ❒ Store or erase another number: Go to step 5.
   - ❒ Finish: **Function**.
   - ❒ To erase a group completely, you must erase every telephone number from the group individually, using steps 5 and 6.

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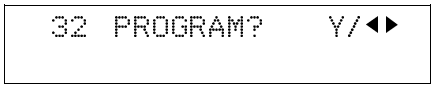
Programming the Group Key

You can program 7 groups. However, if there aren't enough free Quick Dial keys for your groups, the Group key can be useful.
You have to program Quick Dial 32 as the Group key.

1. **Function 3 1** and **Yes**.

2. Press **Quick Dial 32**.



3. **Yes**.

4. **Yes**.
   Quick Dial **32** has been programmed as a Group key.

For how to transmit using the Group key, see page 21 .

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Storage Capacity for Telephone Numbers

When you use the three features listed in the following table, you can dial more than one number. Some functions have different capacities.

COMMUNICATION FEATURE	PAGE	MAX. NUMBER OF ADDRESSES/FAX MESSAGE	TOTAL FAXES	TOTAL ADDRESSES FOR ALL FAXES	MAX. STORED Pages
Broadcasting	62	132	132	300 (Note: Any fax number can be used for more than one fax message at the same time)	Standard: 40 With 2M: 207 With 4M: 371 (✯3)
Polling Reception	157	132			

The following table shows how many telephone numbers you can store in the machine.

Quick Dials	32
Speed Dials	50
Ten Keypad (✯1)	67
Groups (✯2)	7

✯1 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 66 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you have stored, say, 30 numbers at the ten keypad into your groups, then you will only be able to input 37 full dial numbers at any one time for other operations, such as broadcasting.

✯2 You can program up to 7 groups. Each group can contain up to 132 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 67 numbers that are not programmed as Quick or Speed Dials; see Note 1 above for the restrictions on the use of these numbers.

✯3 This is the theoretical maximum number of pages that can be stored.

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DEALING WITH JUNK FAX MAIL

The following features will help you to reject unwanted junk fax mail.
❒ Authorized Reception: see page 79.
❒ Closed Network (Reception): see page 100.
❒ Rejection of messages from unauthorized senders: see page 78.

OTHER ITEMS TO PROGRAM AT YOUR LEISURE

The following features will help you use the machine more quickly and efficiently.
❒ Storing An Often Used Document: see page 55.
❒ Programming Keystrokes: see page 49.
❒ Storing And Dialing Part Of Number: see page 64.

To use the full range of features provided by this fax machine, you need to program other items. These procedures are all given in the relevant sections of the manual.

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GLOSSARY

ADF (Automatic Document Feeder):
A device which feeds the pages of a multi-page document one at a time, in the order that you arranged the pages in the stack.

Batch Numbering (Page Count):
This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with p1/3 printed on one and p2/3 on the other, you have just received a three-page document but page 3 didn't make it.

BPS (Bits Per Second):
This is the data communication rate. In G3 mode, your fax terminal digitizes documents, transforming them into 'bits' - binary digits - (an average page will produce about 200,000 of them), and then sends them out at a top speed of 9,600 to 14,400 bps, depending on the model.

Broadcasting:
In G3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

ITU-T
This committee sets international standards for communication.

Communication:
Transmission or reception.

Copy:
When used as a noun, this refers to a printout, either in copy mode or receive mode

Country Code:
In international dialing, this is the code that directs the call to the country where the terminal that you wish to send to is located.

CSI:

Called Subscriber Identification. ☞ page 189.

Default Setting:
See "Factory Setting".

Dial Pulses:

These are dialing signals that your terminal sends out if it uses pulse dialing (☞ page 192).

Document:
This is the original page or set of pages that you wish to send.

DPI (Dots Per Inch), or l/mm (Lines Per Millimeter):
This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" x 11" page is broken down into about 1,728,000 dots if standard resolution is used. (Digital compression techniques for G3 convert these into about 200,000 bits.)

ECM (Error Correction Mode): This is a signaling method that is designed to eliminate transmission errors on even the noisiest of telephone lines. See page 68.

EFC:
This is a proprietary digital data compression technique. It shortens the time for sending a page.

Factory Setting:
The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine. It can also referred to as "Default Setting".

File:

☞ Memory File, Polling File.

Group 3:
This is an internationally-agreed signaling and data transfer method used for facsimile communication (approved by ITU-T). It is also known as G3.

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Handset:
This is the telephone that is connected to the jack marked "TEL".

Home Position:
Some of your machine's features can be adjusted. The home position is the setting to which the machine always returns at the end of an operation.

International Dialing Code:
This is the code that must be dialed at the beginning of the number if the destination is outside your country.

Memory File:
This is a document stored in the SAF memory (see the next page) and the instructions (destinations, time of transmission) for sending that document.

Modem:
Acronym for modulator/demodulator. A device that transforms a digital signal into a form suitable for transmission over the telephone network.

Original:
Same as "Document".

Page Retransmission:
If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM. (ECM is a more effective data retransmission method.)

Polling File:
This is a set of instructions (destinations to be polled, time of polling) for polling reception.

Pulse Dialing:
This method of dialing uses a string of pulses to represent each dialed digit.

Reception:
The act of receiving a document.

Reduction:
If your document is wider than the paper available in the other terminal, your terminal will automatically reduce it so that it will fit.

Remote Terminal:
The facsimile terminal that you are sending to or receiving from.

RTI:

Remote Terminal Identification. ☞ page 189.

Sending:
Same as "Transmission", see below.

Standby Mode:
The terminal is said to be in standby mode when it is idle.

Terminal:
A facsimile terminal, such as your machine.

Tone Dialing:
This method of dialing uses a tone to represent each dialed digit.

Transmission:
The act of sending a document.

TTI:

Transmit Terminal Identification. ☞ page 189.

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FUNCTION LIST

No.	Function	Page
11	Polling Reception	109
12	Confidential Transmission	53
13	Transfer Request	44
14	Secured Polling Transmission	106
15	Free Polling Transmission	105
21	Erasing Memory Files	111
22	Erasing Polling Reception Files	110
23	Erasing Polling Transmission Files	105
31	Programming Quick Dials/ Printing the Quick Dial List, Programming the Tone Key, Programming the Group Key	195, 204
32	Programming Speed Dials/ Printing the Speed Dial List	198
33	Programming Group Dials/ Printing the Group Dial List	204
34	Keystroke Programs: Labelling and Erasing	49, 50
35	Auto Documents: Labelling and Erasing	55, 57
36	Entering Printer Mode ✯✯	119
37	Cassette Selection ✯✯	119
41	Printing the TCR	129
42	Printing the File List	129
43	Printing the Quick Dial, Speed Dial and Group Dial List	130
44	Printing the Program List	130
51	Printing the Contents of a Memory File	112
52	Printing the Contents of a Polling File	112
53	Printing an Auto Document	55
54	Printing a Confidential Message ✯	73
55	Printing from Memory Lock ✯	77
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61	System Set up: Your Fax Terminal's Telephone Number, ID Code, Confidential ID ✯, Memory Lock ID ✯, RTI, TTI and CSI	46, 72, 77, 190, 191
62	On/Off Switch	168
63	Programming the User Parameters/ Printing the User Parameter List	169
71	Programming the Night Timer	115
72	Programming the Personal Codes/ Printing the Personal Codes List	58, 65
73	Sending a Service Report	165
81	Programming Special Terminals/ Printing the Special Terminals List	149, 179
82	Programming Forwarding / Printing the Forwarding List ✯	82, 131
83	Programming the Number for Multi-Copy Reception ✯	93
91	Programming the Date and Time	188
92	Adjusting the Speaker and Buzzer Volume	43
93	Selecting the Language on the Display and Reports	187
94	Checking Counters	118

✯: Feature Expander Required, ✯✯: Printer Interface Required

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OFFICIAL NOTICE TO USERS

USA

FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The department does not guarantee the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The standard connecting arrangement code for this equipment is CA11A.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination of a loop may consist of any combination of devices subject only to the requirement that the sum of the load numbers of all the devices does not exceed 100.

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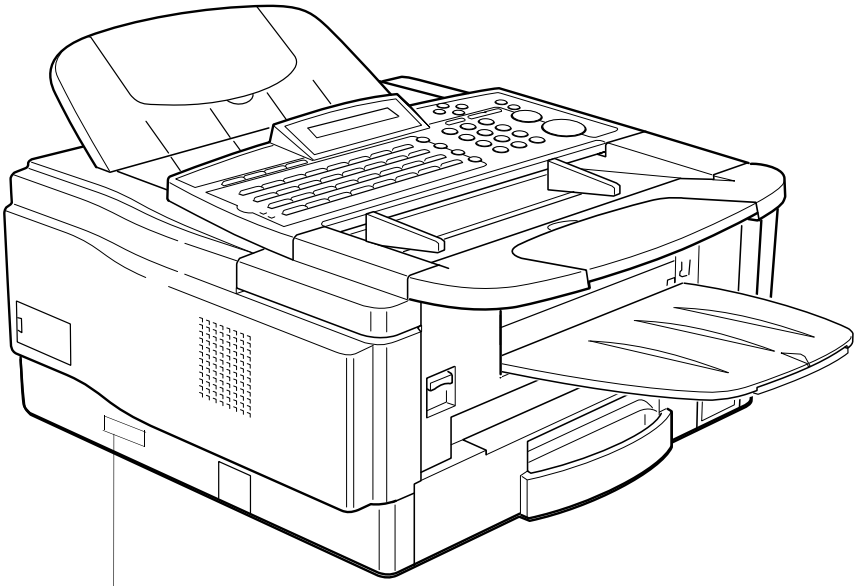
CERTIFICATION LABEL



Certification Label

RICOH UNITECHNO CO., LTD. 713 TSURUGASONE YASHIO-SHI SAITAMA-KEN JAPAN.	Complies with FDA radiation performance standards, 21 CFR Subchapter J.
MANUFACTURED:	PPC2100S HS

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SUPPLIES

CAUTION: Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

TONER CASSETTES

❒ RICOH TONER CASSETTE TYPE 100 is recommended for the best performance.

STAMP

❒ MARKER TYPE 30 is recommended for the best performance.

PHOTOCONDUCTOR

❒ RICOH PHOTOCONDUCTOR TYPE 100 is recommended for the best performance.

RICOH

Headquarters: Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006. 201-882-2000
U.S. Government Marketing: Ricoh Corporation, 1700 N. Moore Street, Suite 1200, Arlington, VA 22209. 703-525-3234
Ricoh Company Ltd., 15-5, Minami-Aoyama 1-Chome, Minato-ku, Tokyo 107, Japan

US Part No. H5268600B Printed in Japan

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ERRATA

[P70]

Wrong
In a new machine, this setting is "On"

Correct
In a new machine, this setting is "Off"

Addition

If you wish to turn this feature on, first install the feature expander then switch this feature on using function 63.

[P171]

Switch 06 Home position (*:Factory setting)

Wrong

Digit	Purpose		
4	Batch Transmission	0: Off	1: On*

Correct

Digit	Purpose		
4	Batch Transmission	0: Off*	1: On

[P143, P152, P153 and P180]

When you pull out the cassette, pull it out horizontally.

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4	Batch Transmission	0: Off	1: On*

Correct

Digit	Purpose		
4	Batch Transmission	0: Off*	1: On

[P143, P152, P153 and P180]

When you pull out the cassette, pull it out horizontally.

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ERRATA AND ADDITIONAL INFORMATION

[P88] Additional Information: Specified Cassette Selection
— Specified cassette selection only allows printing from the Optional Lower Cassette. Printing from the Optional Removable Cassette (as stated in the title) is **not** available.
— You do **not** need to select the specified cassette using Function 37.

[P88] Additional Information: Printing received fax messages using specified cassette selection.

- ❒ Use function 62 to switch specified cassette selection on/off.
- ❒ Use function 63 to switch specified cassette selection on/off and decide how to treat the specified senders.
- ❒ Use function 81 to program the specified senders' indentification. If you wish to treat each sender differently, use this function.

[P169] Errata:
Only the optional paper feed cassette is required for specified cassette selection — not the optional feature expander as stated.

[P172] Additional Information:
Switch 07

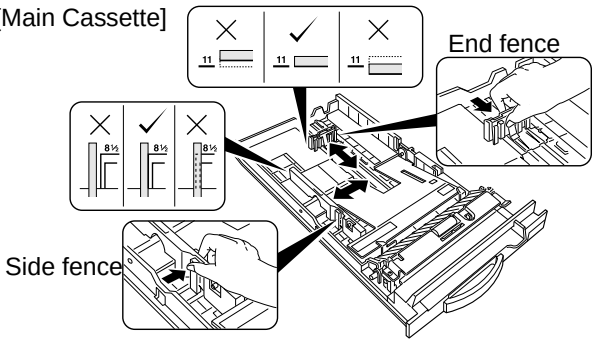
Digit 5	Digit 4	Setting
X	0	Off
0	1	Messages from senders whose RTI/CSI are programmed are printed from a upper cassette.
1	1	Messages from senders whose RTI/CSI are not programmed are printed from a upper cassette.

[Pages 132,181] - Additional information

When you set paper in the cassette, please note the following:

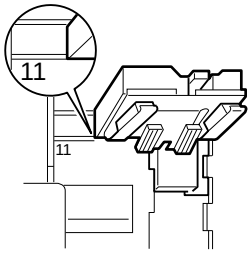
1. Set the paper into the cassette.
2. If there is space between the two side fences and the paper, push the fences flush to the paper.

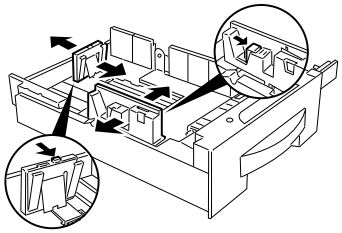
[Main Cassette]



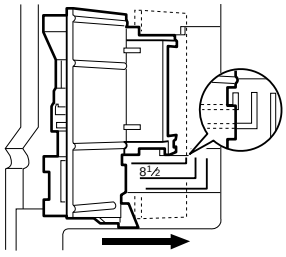
[Optional Paper Feed Cassette]

End fence





Side fence



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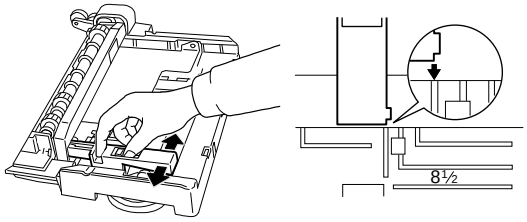
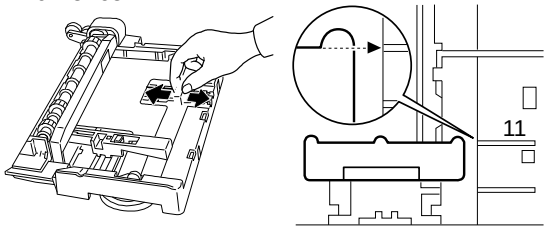
[Page 136,183] Additional Information

After you set the paper in the removable cassette, make sure the two side fences are flush with the paper — move in the paper guides if necessary.

Sidefence



End fence



[Page 174, 205] Errata

Memory Capacity: Standard: 40 pages
With 2 Mbyte memory: 207 pages
With Mbyte memory: 371 pages
Mesured using a ITU-T #1 chart (Selexe letter at standard resolution)

[Function List(rear of manual)]
The page reference for Function 37 (Cassette Selection) should read page 119.
Please also note that this feature requires the Optional Printer Interface.

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Quick Reference Card

Function List: To access the functions below, press the function key, then enter the function number.

No	Function
11	Polling Reception
12	Confidential Transmission
13	Transfer Request
14	Secured Polling Transmission
15	Free Polling Transmission
21	Erasing Memory Files
22	Erasing Polling Reception Files
23	Erasing Polling Transmission Files
31	Programming Quick Dials/Printing the Quick Dial List
32	Programming Speed Dials/Printing the Speed Dial List
33	Programming Groups/Printing the Group Dial List
34	Keystroke Programs and Function Programs: Labeling and Erasing
35	Auto Documents: Labeling and Erasing
36	Entering Printer Mode**
37	Cassette Selection**
41	Printing the TCR/On-Screen Communication Result Display
42	Printing the File List
43	Printing the Quick/Speed/Group Dial List
44	Printing the Program List
51	Printing the Contents of a Memory File
52	Printing the Contents of a Polling File
53	Printing an Auto Document
54	Printing a Confidential Message*

No	Function
55	Printing from Memory Lock*
	Functions 60 and above can only be used after a password has been entered.
61	System Set-up: your Fax Terminal's Telephone number, ID Code, Confidential ID*, Memory Lock ID*, RTI, TTI, CSI
62	On/Off Switches
63	Programming the User Parameters/ Printing the User Parameter List
71	Programming the Night Timer
72	Programming Personal Codes/ Printing the Personal Code List
73	Sending the Service Report
81	Programming Special Terminals
82	Programming Forwarding *
83	Programming Multi-Copy *
91	Programming the Date and Time
92	Programming the Speaker and Buzzer Volume
93	Selecting the Language on the Display and Reports
94	Checking the Counters

*: Feature Expander required.
**: Printer Interface Required

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Basic Transmission Procedure

	Memory Transmission	Immediate Tranmission
1	Make sure that the machine is in standby mode.	
2	Check that the Memory indicator is lit. If it is not lit, press **MEMORY**	Check that the Memory indicator is not Lit. If it is lit, press **MEMORY**
3	Carefully place the document in the feeder.	
4	Select the contrast and resolution (and halftone if neccessary)	
5	You may select one or more of the following options. To select an option, press the right arrow on the scroll key, then press one of the following combinations of keys. Personal Code Send Later TRD * Page Count TTI On/ Off	
6	Enter the telephone number in one of the following ways:	
	Quick Dial Speed Dial Group Dial Ten Keypad Handset On Hook Dial	Quick Dial Speed Dial Ten Keypad Handset On Hook Dial
7	Press **YES**	Press **START**
8	Either:Dial another number, go to step 6. then press **Start**. To dial another number, go to step 6. Otherwise, press **Start**.	
9	The machine stores your message in memory, then sends it to each terminal in sequence.	The machine dials, then your message is fed, scanned, and sent to the other terminal.

*: Feature Expander Required

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Programming

	Quick Dial	Speed Dial
1	**Function 31 Yes**	**Function 32 Yes**
2	Press the **Quick Dial Key** that you wish to program	Input the **Speed Dial Code** that you wish to program
3	Enter the telephone number with the ten keypad	
4	Press **Yes**	
5	Input a label using the Quick Dial keys then press **Yes**. Alternatively, to not program a label just press **No**.	
6	Press **Function** to finish	

Key Stroke Program

1. Make sure that the machine is in Standby Mode.
2. Place a sheet of paper in the feeder.
3. Select all required features and telephone numbers as you would normally do.
4. Press the Quick Dial key that you wish to store the program in.
5. Press **Yes**.

Copying

1. Press **Copy**.
2. Place your original in the feeder.
3. Input the number of copies you need.
4. Press **Start**.

Clear File From Memory

1. Memory Transmission **Function 21 Yes**
   Polling Reception **Function 22 Yes**
   Polling Transmission **Function 23 Yes**
2. Input the file number. If you do not know the file number, print a list of files or press the right arrow until the required file appears.
3. Press **YES twice**.
4. **Function**.

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REPORT

Automatically Printed Report	SETTINGS	
	ON/OFF	DEFAULT
Confidential File Report	User Parameter Switch 04 digit 0*	ON
Communication Failure Report		NOTE
Error Report	Contact Service Technician	ON
File Reserve Report (Memory Transmission)	User Parameter Switch 03 digit 2	OFF
Communication Result Report (Polling Reception)	User Parameter Switch 03, digit 4	ON
File Reserve Report (Polling Reception)	User Parameter Switch 03, digit 3	OFF
Polling Clear Report	User Parameter Switch 03, digit 6	ON
Power Failure Report		
TCR	User Parameter Switch 03, digit 7	ON
Communication Result Report (Memory Transmission)	User Parameter Switch 03, digit 0	ON
Transfer Request report		ON

*: Feature Expander required.

[NOTE] If the Transmission Result Report is switched off, a Communication Failure Report will be printed when a comunication fails.

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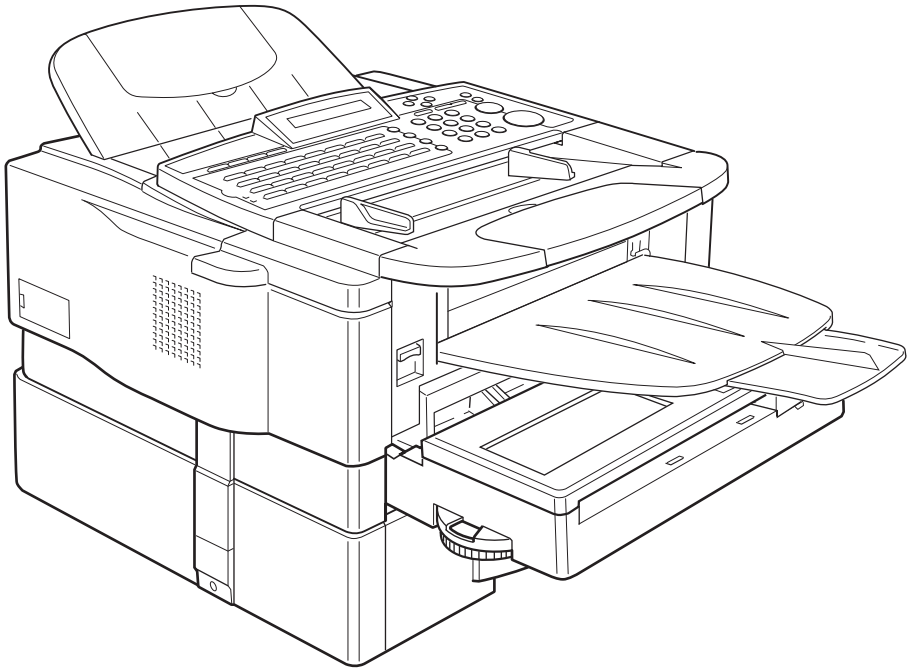
RICOH

OPERATOR'S MANUAL

RICOH FAX3800L



Read this manual carefully before you use this product and keep it handy for future reference. For safety, please follow the instructions in this manual.

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Optional Equipment

Memory (FAX EXPANSION TYPE10, FAX EXPANSION TYPE20, FAX EXPANSION TYPE40)
Either a 1-Mbyte memory card, a 2-Mbyte memory card or a 4-Mbyte memory card can be added.

PC Printer Interface Kit (PRINTER INTERFACE TYPE 200)
This allows you to use the machine as a laser printer for an IBM[1] or compatible personal computer.

Telephone Handset (HANDSET TYPE 110)
This permits voice communication (over the PSTN).

PAPER CASSETTE TYPE 100
This gives this machine additional 100 sheet paper capacity with single sheet bypass.

PAPER FEED UNIT TYPE 140F
One extra paper feed units can be added to the base machine.

PC-FAX EXPANDER TYPE 110
This allows use of this machine as a scanner, PC Fax modem and 200dpi convenience printer.

FEATURE EXPANDER TYPE100 2M Plus Novell NEST

COUNTER TYPE 100

[1]Copyright Notice
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WARNING:
This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

CAUTION
Use of control or adjustments or perfomance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Operator Safety
This equipment is considered a CDRH Class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 to 800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety
The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical units in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

In accordance with ISO 7001, this machine uses the following symbols for the main switch:

I means POWER ON
O means POWER OFF

CAUTION
Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.

WARNING

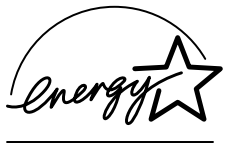
This symbol is attached to some components to alert the user not to touch them because they may be very hot.

This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

Notice about the Telephone Consumer Protection Act (Valid in USA only).
The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual.This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature.
The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.
In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to Appendix A: Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

ENERGY SAVING INFORMATION



As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power (saving energy) mode and Night Timer. Please see applicable sections of operating manual for details.

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IMPORTANT SAFETY INSTRUCTIONS

In addition to the warnings and cautions included in the text of this manual, please read and observe the following safety instructions.

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and cautions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
6. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
7. Do not use a telephone in the vicinity of a gas leak to report the leak.
8. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
9. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
10. This product should be operated from the type of power source indicated on the marking label. Using a different power source may result in injury or accident. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
11. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)
12. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
13. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
14. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
15. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
16. Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.
17. Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.

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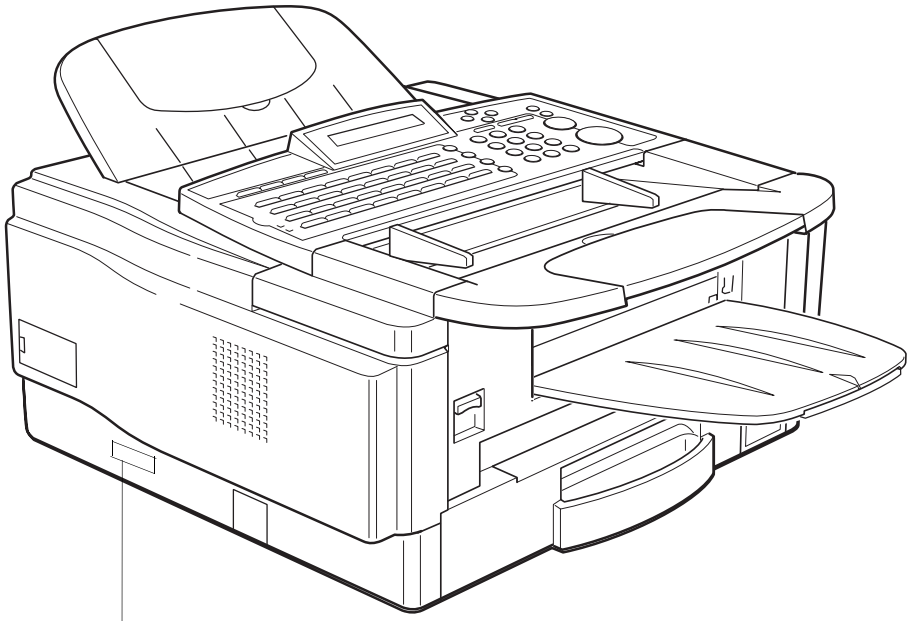
CERTIFICATION LABEL



Certification Label

RICOH UNITECHNO CO., LTD. 713 TSURUGASONE YASHIO-SHI SAITAMA-KEN JAPAN. MANUFACTURED:	Complies with FDA radiation performance standards, 21 CFR Subchapter J. >PS<

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OFFICIAL NOTICE TO USERS

USA

FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.

2. This equipment uses the following USOC jack: RJ11C

3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.

4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.

6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.

7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.

8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.
Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The temination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

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INTRODUCTION

Thank you for purchasing this product. This multi-function office machine offers a wide range of fax, copier, printer, and convenience features.

WHAT DOES A FAX MACHINE DO?

When you write a letter, you normally seal it in an envelope, attach a stamp, and post it in the nearest mail box. Then, in a few days, depending on the postal service, the letter will arrive at its destination. However, you may not be aware of its arrival until you get a return letter.

A fax machine speeds up this process. After you have written your letter, place it in your fax machine's document feeder or on the exposure glass, dial the destination's fax number, then press the Start key.

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots that there are across and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the destination fax machine.

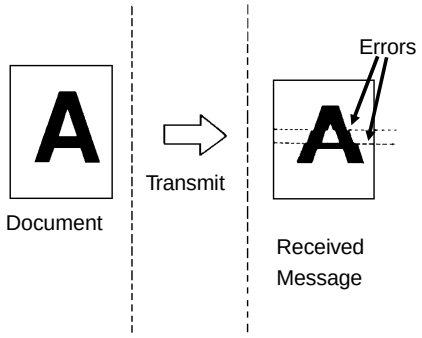
The receiving fax machine reconstructs your letter from the incoming signal, and prints it.

If you are worried about whether the message arrived at the destination, you can check a report called the Journal. When you print this report, you will see the results of the most recent fax communications made by your machine.

You can use your fax machine to send and receive many types of documents, even photographs.

TELEPHONE LINE PROBLEMS AFFECT FAX COMMUNICATION

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in about 3 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.



The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature switched on or off. It is switched on before the machine leaves the factory. (Refer to page 62 for more information about ECM).

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines.
In addition, the quality and condition of switching equipment used by your phone company can affect fax communication.

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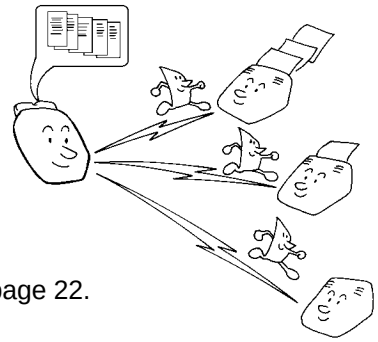
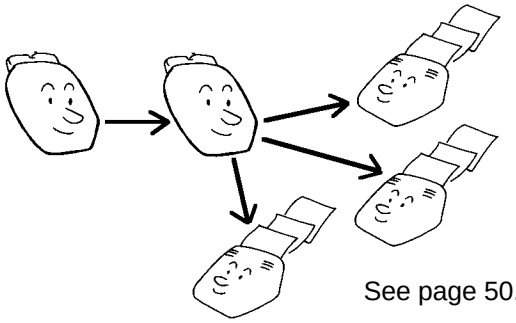
SOME OF THE THINGS THAT THIS MACHINE CAN DO.

Sending a Fax to More Than One Location



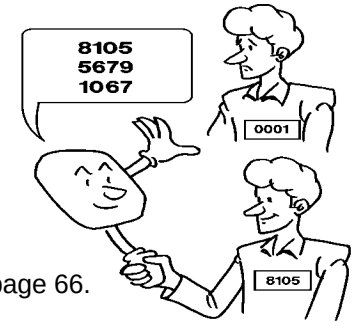
See page 22.

Network Feature (Transfer Request)



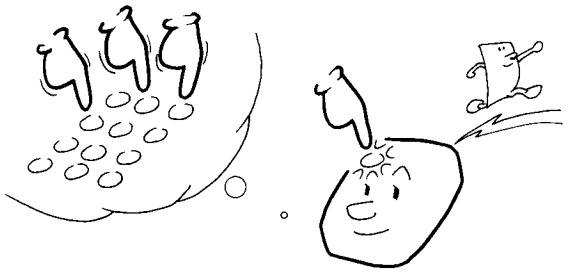
See page 50.

Restricting Access to the Machine



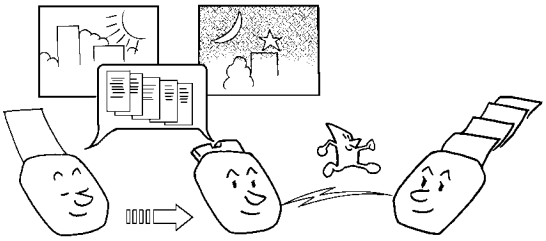
See page 66.

Quick Dial, Speed Dial, and Group Dial



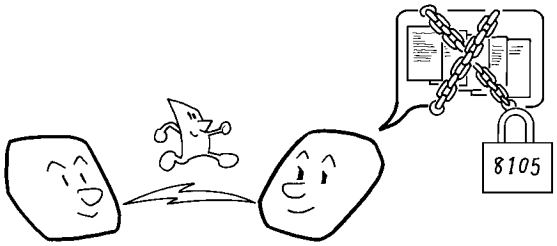
See page 209.

Sending at a Specific Time



See page 34.

Confidential Communication



See pages 60 and 80.

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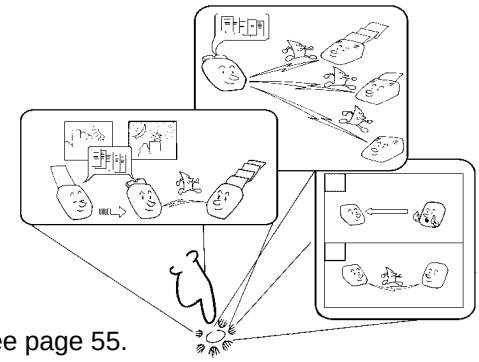
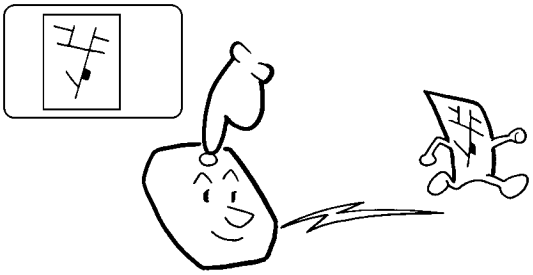
Programming Keystrokes



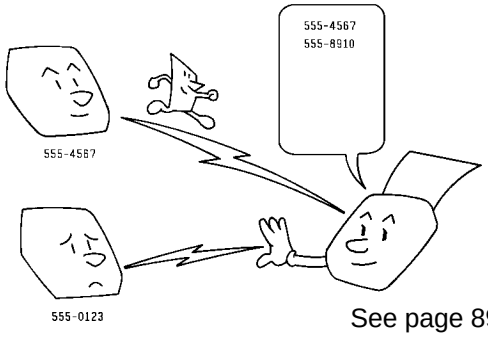
See page 55.

Auto Document (sends a commonly transmitted page with one touch)



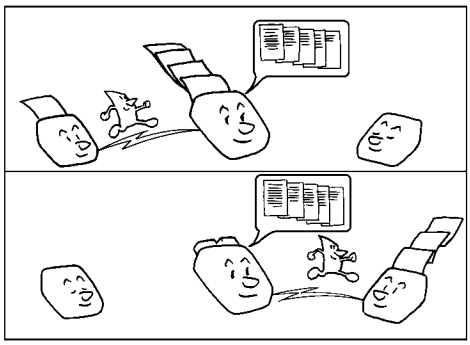
See page 62.

Authorized Reception (cuts out junk fax mail)



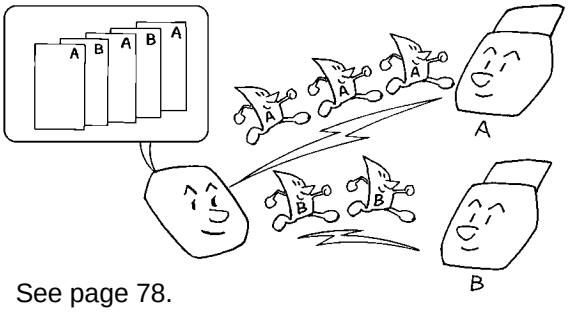
See page 89.

Forwarding



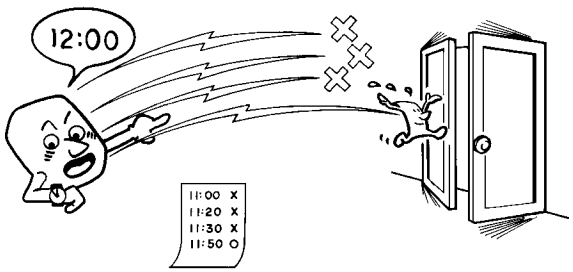
See page 92.

Batch Transmission



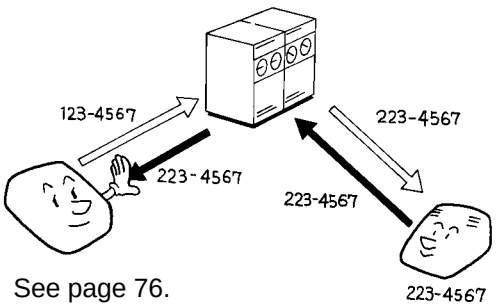
See page 78.

Sending by a Specific Time



See page 35.

Protection against Wrong Connections



See page 76.

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MANUAL OVERVIEW

Your facsimile machine is equipped with a wide range of labor-saving and cost-saving features. This manual explains each of these features, and how you can put them to use. Note that the external appearance of the machine in some illustrations may be slightly different from the actual machine.

The manual consists of the following sections.

- ❒ **How to Use this Manual -** This is the section that you are now reading. It contains an overview of the manual and the conventions used by the authors. It also contains quick reference sections on how to input telephone numbers and names, and how to correct errors that you may inadvertently make when operating the machine.
- ❒ **General Precautions -** This section lists precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
- ❒ **Guide to Components -** This contains a diagram that shows where the main components of your machine are situated.
- ❒ **Operation Panel -** This describes the functions of the various buttons and indicators that are on your machine's operation panel.
- ❒ **Routine Operation -** This section describes the features and settings that you will normally be using every day.
- ❒ **Advanced Features -** This section explains how to take advantage of the special features of your fax machine, including how to set up networks for economical distribution of fax messages over long distances.
- ❒ **Reports -** This section explains the reports that the machine generates.
- ❒ **Looking After the Machine -** This section shows you what to do when consumable supplies run out. The user maintenance procedure in this section should be done every six months if you want to keep your machine in top condition.
- ❒ **Solving Problems -** If your machine cannot communicate, or if it generates error codes or experiences paper jams, refer to this section. Many routine problems can be solved without a service call.
- ❒ **Specifications -** This is a list of technical capabilities of your machine.
- ❒ **Installing the Machine -** This section explains how to install the machine and connect it with line. And it explains also the best type of place to install your machine.
- ❒ **Before you Send your First Fax -** This section explains the things that you have to do before you can send your first fax message and lists important features that will make faxing more convenient.
- ❒ **Quick Reference Guide** - This indicates how to use this machine at a glance.

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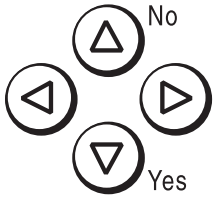
CONVENTIONS

The following conventions were used when writing this manual.

Keynames

These have been printed in a bold typeface.
For example: When you see a command in bold such as " **Start** " means "Press the Start key on the operation panel".

If you see something like " **# x 3**", this means that you have to press the # key 3 times.



On the operation panel, there are four arrow keys (up, down, left, right). This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see ▶ in the manual, you are being asked to press the right-pointing arrow (▶) on the scroll key.

Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

Example A: The keys that can be pressed are shown on the upper right of the display. In this example, you can press the Yes and ◀ and ▶ on the scroll key.

```
SELECT LANGUAGE Y/◀▶
ENGLISH
```

Example B: The choices of settings for a feature are shown on the screen. The current setting is indicated (It is set ON). If you press the ◀ or ▶ on the scroll key, the setting will be changed to OFF.

```
AUTHORIZED      Y/◀▶
 ON   ▶OFF
```

Example C: The ABC in the upper right of the display indicates that you can input letters using the Quick Dial Keys, and ◀ and ▶ on the scroll key.

```
RTI/CSI       ABC
```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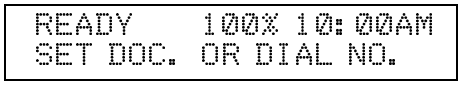
Most procedures start from standby mode, that is, when the display is as shown on the right. The value after "READY" shows how much memory space is remaining.



Note: If you start a procedure and do not enter anything at the operation panel for more than 3 minutes, the machine returns to standby mode.

Symbols

The text contains a few symbols that highlight important points or direct you towards other parts of the manual that are related to the feature currently being described.

? indicates a hint (for example, indicating a page number where related information can be found).

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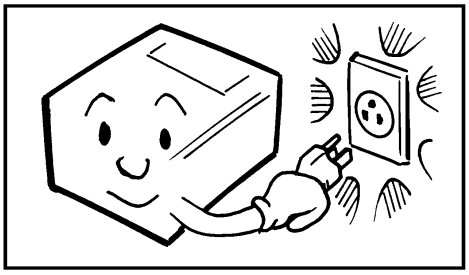
GENERAL PRECAUTIONS

WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

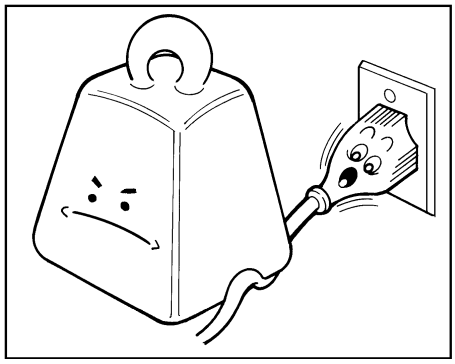
POWER AND GROUNDING

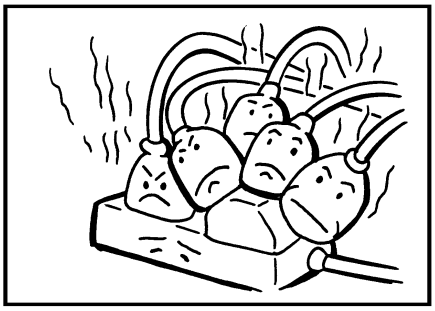
Pay attention to the following.



Power Supply

1. Power requirements: 115 V, 60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible.





Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground plug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

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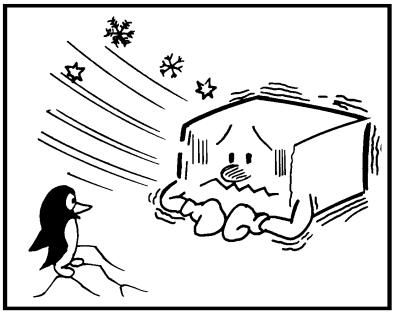
COLD WEATHER POWER-UP

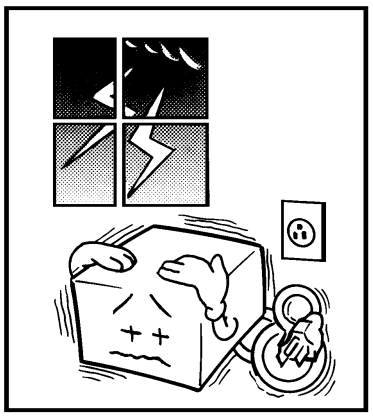


Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

1. Raise the room temperature to 68°F at less than 18°F per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

Do not use the machine near a humidifier.

THUNDERSTORMS



With proper grounding, about 90% of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord.

Note: All fax messages stored in the memory may be erased if power is switched off for more than an hour.

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COPY PAPER

- ❒ 16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used.
- ❒ Do not use damp paper, or copies will be defective.
- ❒ Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- ❒ Keep paper in a vinyl bag if it will not be used for a long time.
- ❒ Store in a cool dry place.
- ❒ Store flat. Do not stand upright.
- ❒ The following materials cannot be used in the paper trays: Post cards, Tracing paper, OHP sheets, Adhesive labels
- ❒ Do not overload the paper trays.
- ❒ If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

TONER CARTRIDGES

- ❒ Store in a cool, dark place.
- ❒ Never store where they may be exposed to heat.
- ❒ Keep out of the reach of children.
- ❒ Do not eat toner.
- ❒ Do not lay heavy objects on toner cartridges.
- ❒ Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

OPERATING PRECAUTIONS

- ❒ While the machine is in operation, do not turn off the main switch or unplug the power cord.
- ❒ Keep corrosive liquids, such as acid, off the machine.
- ❒ Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- ❒ The fusing unit may be very hot. Be careful when handling it.

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GENERAL

- ❒ Read the Important Safety Information at the front of this manual.
- ❒ Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- ❒ Do not make modifications or replacements other than those mentioned in this manual.
- ❒ When not using the machine for a long period, disconnect the power cord.

OZONE

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

WARNING:

This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

This symbol is attached to some components to alert the user not to touch them, because they may be very hot.

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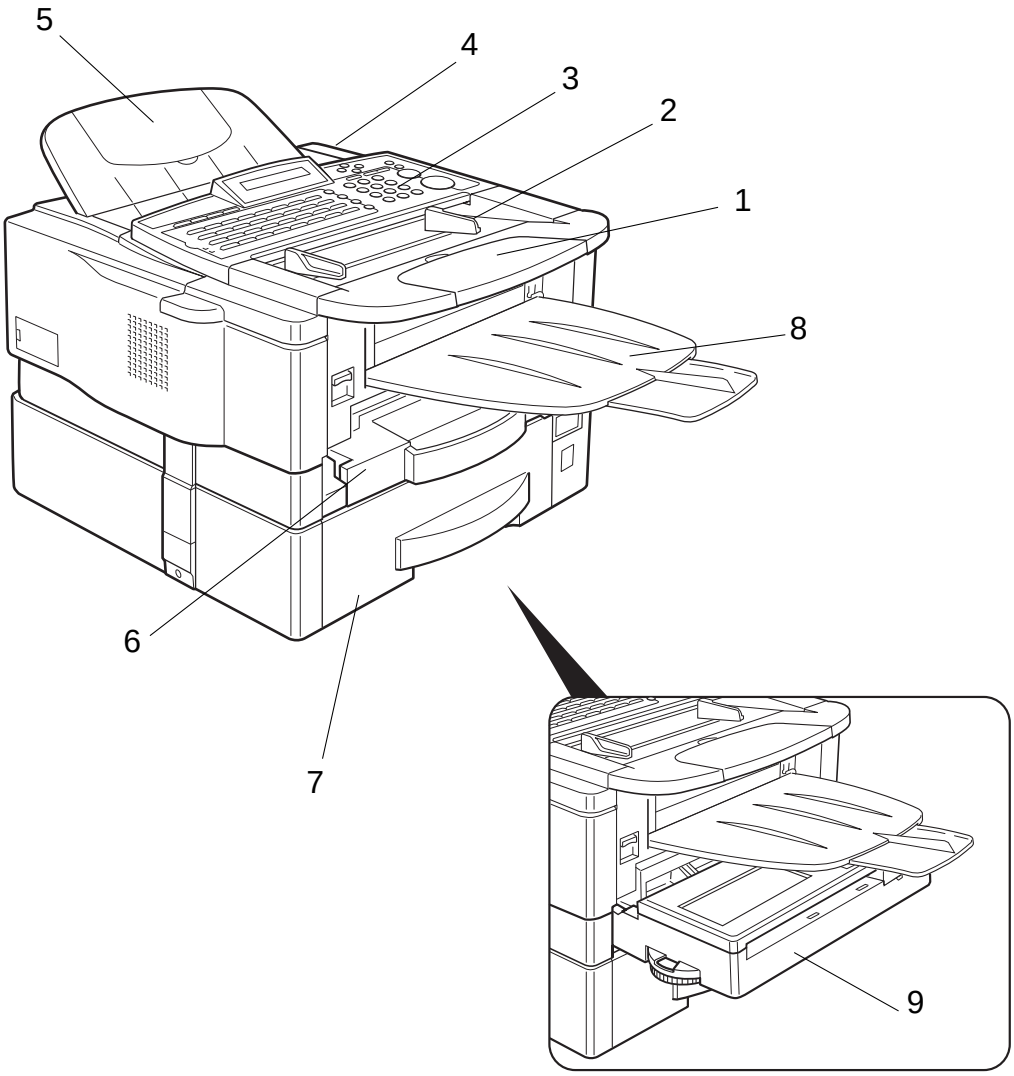
MAIN BODY



1	Document Table
2	Document Guide
3	Operation Panel
4	Power Switch
5	Document Tray
6	Paper cassette
7	Optional Paper Feed Unit
8	Copy Tray
9	Optional Removable Cassette

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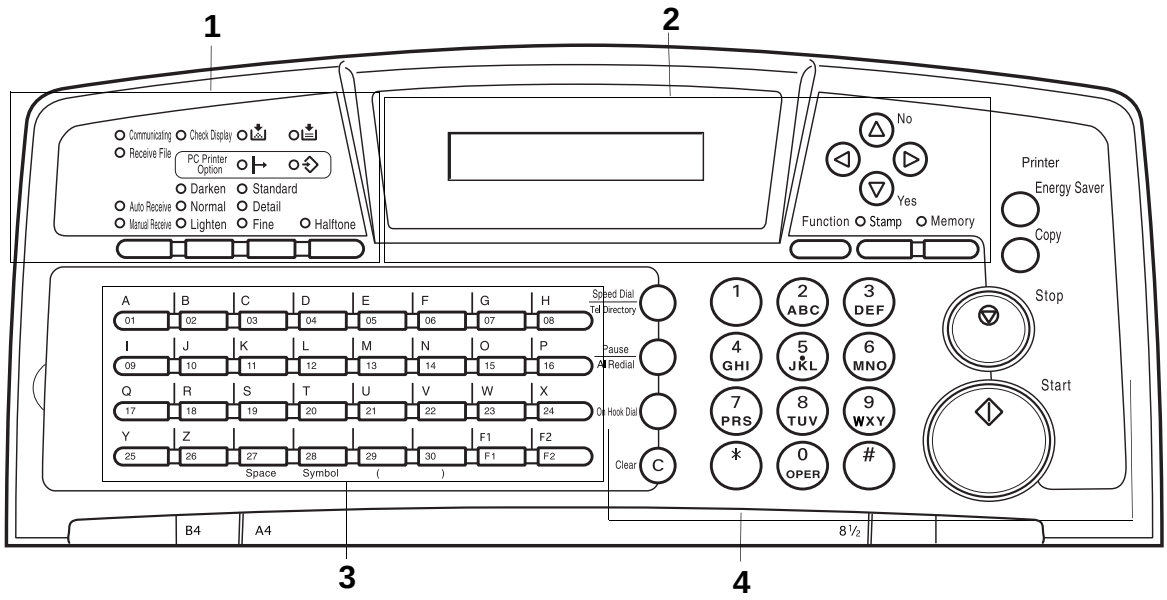
OPERATION PANEL



1.		
	Communicating Indicator	Lights when a fax message is being transmitted or received
	Receive File Indicator	Lights when an incoming message was received into memory. Blinks when confidential reception file or memory lock file is stored in the memory.
	Check Display Indicator	Lights when some error occurs. See the instruction appearing on the display.
	Add Toner Indicator	Blinks when the toner cartridge is almost empty, and lights when it is empty.
	Add Paper Indicator	Lights when a cassette is empty.
	PC Printer Option Indicators	These indicators are only used when the optional Printer Interface Kit is installed. See the operation manual for the Printer Interface Kit for full details.
	Reception Mode Selector Key	Press to select Auto Receive or Manual Receive.
	Contrast Selector Key	Press this to select either Darken, Normal or Lighten
	Resolution Selector Key	Press this to select either Standard, Detail, or Fine transmission mode.
	Halftone Key	Press this to use halftone transmission mode.

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2.	**Display**	Displays prompts, warnings, and selected modes.
	Stamp Key	Press to enable or disable the tramsmission.scanning verification stamp feature.
	Function Key	Press to use one of the numbered functions explained in this manual.
	Yes/No Keys	Use to answer questions on the display.
	Scroll Key	When an arrow is shown on the display, use this key to access the options, items, or functions shown by the arrow. Also use it to move the cursor when programming or editing a displayed item.
	Memory Key	If the indicator is lit, your document will be stored before transmission. If it is not lit, your document will be sent immediately without being stored. Press the key to change the mode.
3.	**Quick Dial Keys**	Each of these can be programmed with a telephone number, a group, or a keystroke program. You can also use these keys to type names and labels such as the RTI and TTI.
	User Function Keys	Each of these can be programmed for rapid access to frequently used features. If the light under a key is on, the feature can be used.
4.	**Speed Dial Key**	Press this to dial using Speed Dial feature.
	Pause/Redial Key	Press this if you need to insert a pause when dialing. Or press this to redial the last number that was dialed.
	On Hook Dial Key	Press this to dial without picking up the handset.
	Clear Key	Use this as a backspace key during programming.
	Ten Key Pad	Use this as a telephone keypad, or to enter Speed Dial codes.
	Energy Saver Key	Hold a few seconds this to srart or end the energy saver mode.
	Copy Key	Press this to copy the document now in the feeder.
	Stop Key	Press this to stop the machine and return it to standby mode.
	Start Key	Press this to start fax communication.

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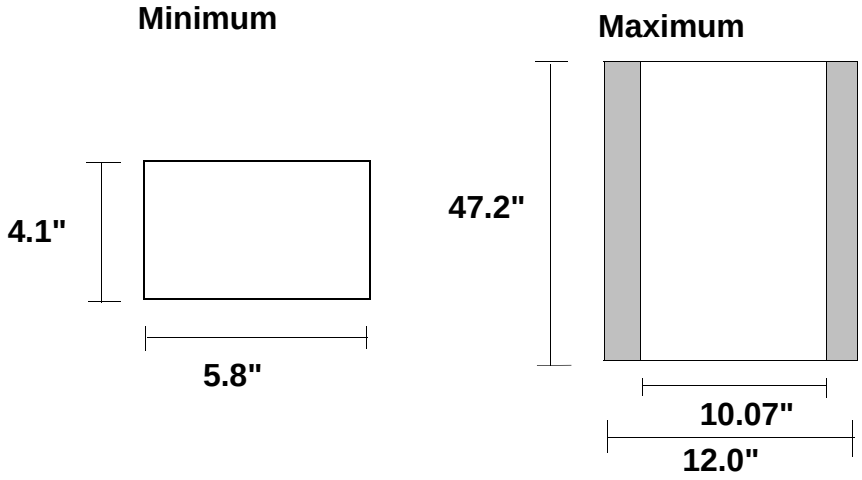
SENDING A FAX MESSAGE

Precautions Concerning Unacceptable Document Types

Before you send your document, make sure that it meets the following requirements.

CAUTION: Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.



❒ The part shaded ▭ will not be scanned, because it is outside the maximum scanning width range.

Correct Size for the Document Feeder

Thickness: 2 to 8 mils (20 lb paper).
Length and Width: See the above diagram.
If the page is too short, put it inside a document carrier or enlarge it with a copier.
If the page is too long, divide it into two or more sheets.

Clearly Written
Small faint characters may not be transmitted clearly.

Uniform Page Size
Do not use different sizes of document in the same transmission.

Dry Ink
All ink must be dry before you place the document in the feeder.

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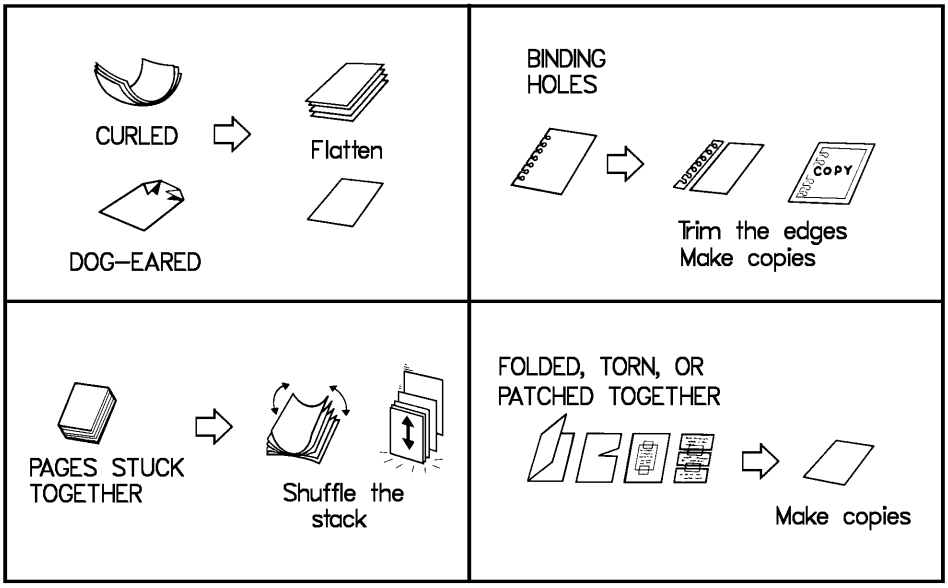
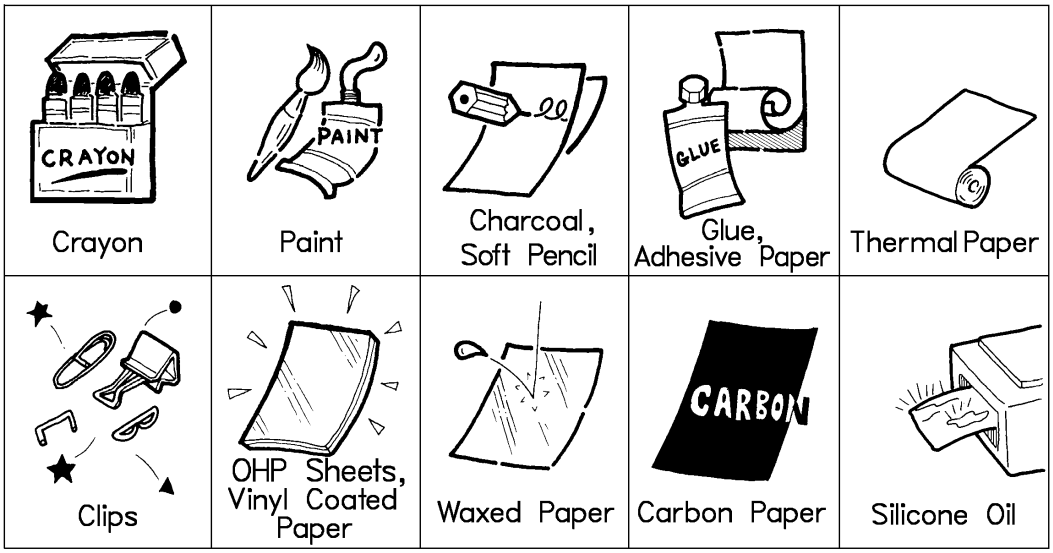
Page Condition

Do not place damaged pages in the automatic document feeder.



Originals that contain the following materials should not be placed in the document feeder. Make copies of these originals and scan the copies.



Note: Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

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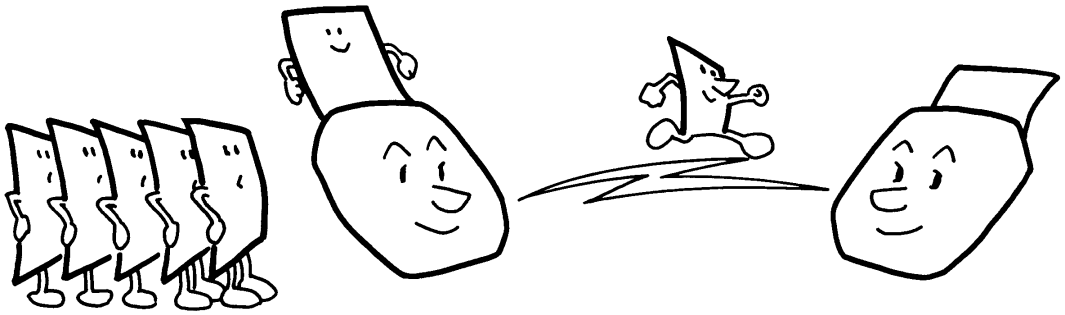
Transmission Procedure at a Glance

Overview

There are two ways to send a fax message.
- ❒ Immediate Transmission
- ❒ Memory Transmission

Immediate Transmission



Immediate Transmission is convenient when:
- ❒ You wish to send a message immediately.
- ❒ You quickly wish to check whether you have successfully connected with the other party.
- ❒ Your machine's memory is getting full.

The machine dials immediately after you press Start (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

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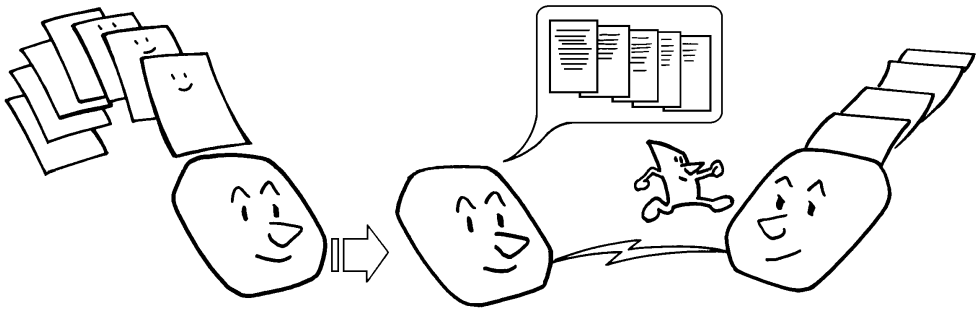
Memory Transmission



Memory Transmission is convenient because:

- ❒ Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- ❒ While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- ❒ You can send the same message to more than one place with the same operation.

After you press Start, the machine doesn't dial until all the pages of your fax message have been stored in the memory.

The default mode of this machine is Memory Transmission, so the procedures described in this manual will be based on the assumption that you are using Memory Transmission. Immediate Transmission is described in a separate section.

Cross-references: Sending at a Specific Time: see page 34.

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Parallel Memory Transmission

With this feature the machine can call destinations while scanning documents. Compared with normal Memory Transmission where the machine calls once all the documents have been stored, it is quick to verify whether a connection has been made or not.

Additionally, as scanning finishes more quickly than lmmediate Transmission, it is useful if you want to take the document back to your desk immediately. However, if the connection cannot be made (for example if the line is busy), normal Memory Transmission takes place.

Note: If the amount of available memory is less than 50%, you cannot use Parallel Memory Transmission.

Normal Memory Transmission still takes place when using the following:

- ❒ Send Later
- ❒ Transfer Request
- ❒ Specify Multiple Destinations

The file is erased if any of the following happen during transmission:

- ❒ The Stop key is pressed.
- ❒ A document becomes jammed.
- ❒ There is not enough memory available.

After a parallel Memory Transmission fails, a communication result report or a communication failure report is printed.

When using Parallel Memory Transmission, page numbers are not printed at the other end. If you want page numbers printed, use Printing the Page Number of the optional feature for transmission. (See page 36.)

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Sending to Just One Location

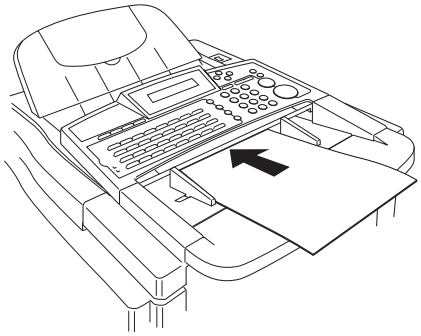
1. Make sure that the machine is in standby mode:
   The display on the operation panel must be as shown on the right.

```
READY  100% 10:00AM
SET DOC. OR DIAL NO.
```

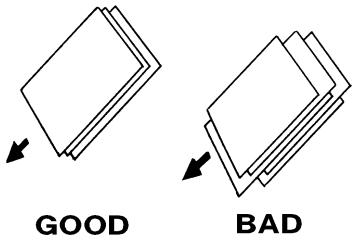
2. Carefully place your fax message face down into the auto document feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

   Note: You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 4.



- ❒ The pages must be placed face down in the feeder, with the first page at the bottom of the stack.
- ❒ Feed the pages in so that the top edge goes in first.
- ❒ Do not feed in more than 30 pages.
- ❒ Do not use unsuitable types of original (see pages 15 and 16).
- ❒ Adjust the document guides to fit the width of the pages.



- ❒ Do not use pages of different sizes.
- ❒ The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

? Selecting Contrast and Resolution: See page 26.
Options for Sending a Message: See page 32.

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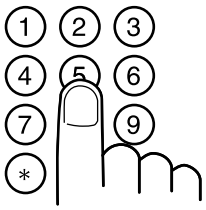
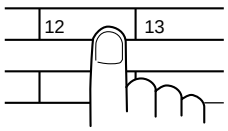
3. Dial in one of the following ways.

```
TRANSMIT      Y/START
2125551234
```

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset ✯
	Example: Quick Dial 12 	Example: Speed Dial 10 Speed Dial 1 0	

✯ Only if the telephone handset is installed.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number. For an international number, press the Pause key after entering the country code.

4. **Start.**
5. The machine stores your fax message.
6. The machine dials, and the line to the other party is connected.

   Note: Watch the display. The identification of the other party will appear.

```
NEW YORK OFFICE
A4 → A4  TRANSMIT
```

7. After sending the message, the machine hangs up automatically.

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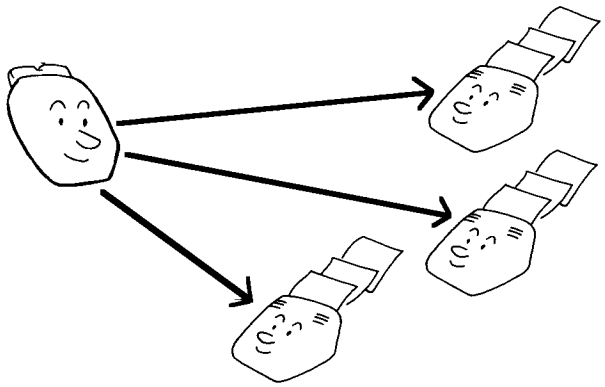
Sending to More Than One Location (Broadcasting)



1. Make sure that the machine is in standby mode (see page 20).
2. Make sure that the Memory indicator is lit. If it is not, press **Memory**.
3. Place your fax message face down into the feeder.

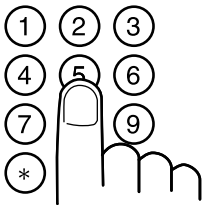
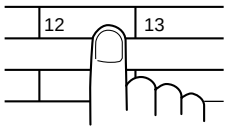
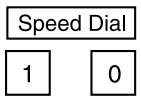
   ❒ You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 5.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

? Selecting Contrast and Resolution: See page 26.
Options for Sending a Message: See page 32.

4. Dial in one of the following ways.

```
TRANSMIT   Y/START
1222553333
```

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group Dial ✯
	Example: Quick Dial 12 	Example: Speed Dial 10 	Example: Group 1. stored in Quick Dial Key 08 **08** of the Quick Dial Key

✯ Method: Press the Quick Dial Key the Group is stored in (in the example, press key 08).

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If your machine is behind a PBX, dial the access code, then a pause, then the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**.

6. Either
   - ❒ Dial another number: Go to step 4.
   - ❒ Press **Start**.

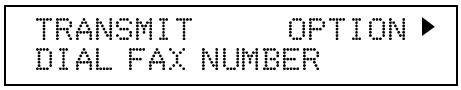
   The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

Note: In theory, you can send the same fax message to up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 221 for more information concerning the limitations to this feature.

Transmission using the Group key

The followings are the procedure using the Group key. You have to program the Group key into the Quick Dial 30 (Programming the Group Dial. See page 217).

1. Place a document into the feeder.



2. Press **30** of the Quick Dial key (Group key).

3. Enter a Group number.
   Example 1; press **1** of the ten key pad.

4. **Start**.

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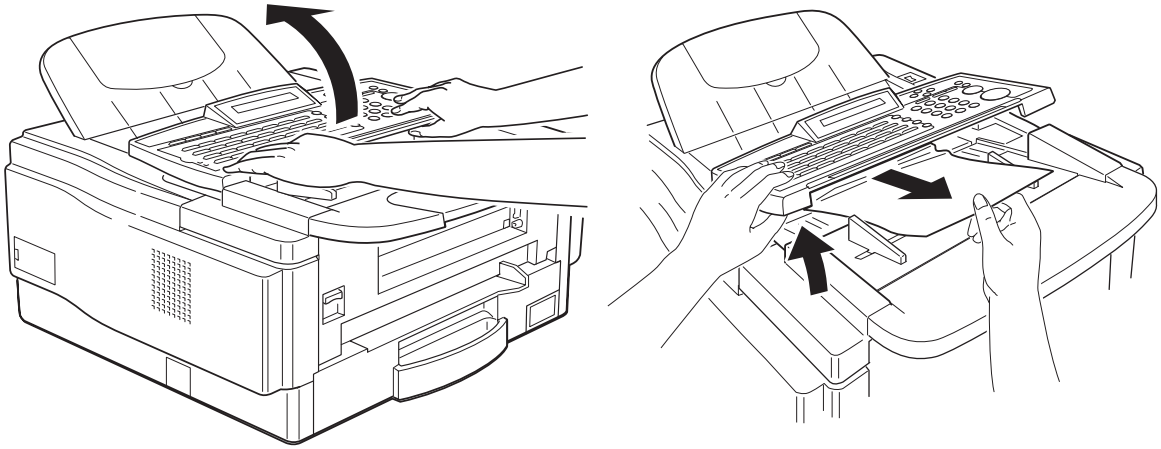
Possible Problems

You want to take out the document
Open the scanner, and take out the document.

CAUTION: Do not pull out the document without opening the scanner, or you will damage the machine.



You want to send more than 30 pages
While the last page is being fed in, place more pages (up to 30) in the feeder.

You made a mistake while dialing

If you already pressed **Start**, press **Stop** immediately.
If you haven't pressed **Start** yet, either:

❒ **No**. The entire number is deleted. Enter a new number.
❒ **Clear** . Only the last digit is deleted.

Check Display Indicator are blinking
❒ If the CLEAR ORIGINAL appears in the display:
Take out the document (see page 166). Then redial the destination.

❒ If the ERROR PRESS STOP KEY appears in the display:
If the Communicating lamp is not lit, press **Stop**.
If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

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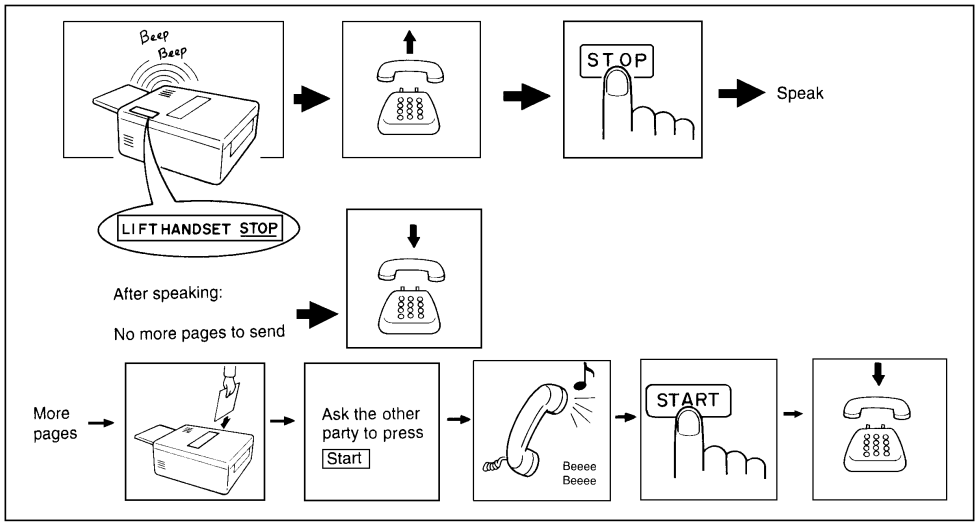
The buzzer is ringing

The other party wishes to speak with you. Proceed as shown below.



If the other party's line is busy, your machine will dial again.

```
READY  95% 10:00AM
SET DOC. OR DIAL NO.
```

If the other party's fax machine answers, both machines will connect and yours will send the message.

```
<a number or label>
SET DOC. OR DIAL NO.
```

ROUTINE OPERATION

TIP: If your line goes through a local switchboard (a PBX) remember to dial the exit code. Press the Pause key immediately after the code. If the number includes a country code, press the Pause key after the country code, then dial the rest of the number.

Cancelling the Memory Transmission

If you like to cancel the transmission, press the **Stop** key during communication.

```
5551234
STOP & CLR FILE?  Y/N
```

Then press **Yes** to cancel the transmission.

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Sending a Page with Very Fine Detail

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

If you are not sure whether your settings are suitable, make a copy of the document using these settings. The printout shows how the fax message will look when it is printed at the other end.

❒ If your fax message has more than one page, you can select different settings for each page. For example, if you wish to use a different resolution just for page 2, change the resolution setting while page 1 is being scanned. Then, while page 2 is being scanned, you can return the resolution setting to the original setting.

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Contrast

The text and diagrams in your document must stand out clearly from the paper they are written on. If your document has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the contrast.

There are three grades.
Normal: Suitable for most documents
Darken: Use for documents with faint writing (such as those written in pencil)
Lighten: Use for documents that have a dark or patchy background

Resolution

If your document contains fine print or detailed diagrams, use a higher resolution setting.

Standard: Suitable for most typewritten documents
Detail: Use for documents with small print or fine details
Fine: Use this for high quality reproduction

Halftone

If your document contains a photograph, or diagrams with complex shading patterns or grays, switch Halftone Mode on to achieve optimum image quality.

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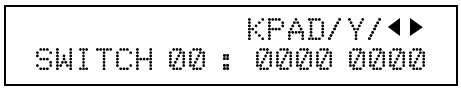
Selecting the Halftone Type

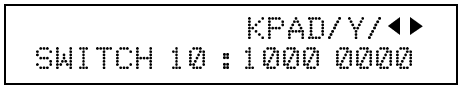
This model has two types of Halftone: the Dither Process and the higher quality Error Diffusion Process. To change the currently used Halftone type, perform the following procedure.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 10 are shown. You need to change digit 7. If you wish change the setting press **7** on the ten key pad.



Speed mode: The machine will use the Basic Halftone Process.
Standard mode: The machine will use the higher quality Error Diffusion Process.

4. Finish: **Yes** and **Function**
   Halftone Mode slows down the transmission speed, and may increase your communication costs, especially if you use the Error Diffusion process. Higher resolutions also do this. This is because these settings create larger amounts of data to be sent.

Messages are transmitted the fastest if you use the standard resolution setting, and keep Halftone off.

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Home Position Setting Adjustments

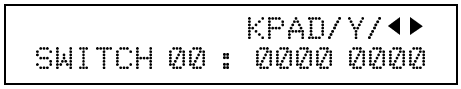
For the contrast, resolution, and halftone, you can select whether the settings return to home position at the end of transmission (in a new machine, they do). Also, you can change the home positions of these settings.

If you need other adjustments, contact a service representative.

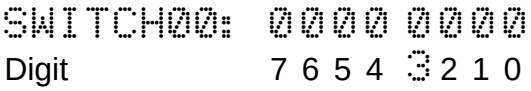
The procedure is as follows (see page 184 if you need more information about the User Parameter settings adjustment procedure).

1. Function 6 2 2 2 2 6 3 and **Yes**.
   - ❒ At this time, you can print a User Parameter List if you press ◀ and **Start**.

2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.



The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

The settings that you may need to change are those for digits 0, 1, 2, 3, 4, 5, 6, and 7. The functions of these are as follows.

Digit	Purpose
0	Stamp 0: Off* 1: On
1 2	Contrast home position Digit 2 Digit 1 Setting 0 0 Normal* 0 1 Lighten 1 0 Darken
3	Do not change this setting.
4 5	Resolution home position Digit 5 Digit 4 Setting — Digit 5 Digit 4 Setting 0 0 Standard* — 1 0 Fine 0 1 Detail — 1 1 Do not change these settings.
6	Tramsmission mode home position 0: Memory transmission* 1: Immediate transmission
7	Halftone on/off home position 0: Off* 1: On

* Factory setting

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4. If you wish to change one of the settings, press the key on the ten key pad that corresponds to the digit that you wish to change.

   Example: **3** from the ten key pad. The value of digit 3 changes.

5. Finish: **Yes** and **Function**.

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Dialing with the Telephone Directory

This can be done for any number that you have stored as a Speed Dial code with a label programmed for it.

Example: You wish to Dial "XYZ CO. LONDON".

1. Make sure that the machine is in standby mode.

```
READY   100%  10:00AM
SET DOC.  OR DIAL NO.
```

2. Carefully place your fax message into the auto document feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

3. Press **Speed Dial/Tel Directory**.

```
SPEED DIAL        0-9
PUSH NUM OR ABC
```

4. Press the first letter of the name.

```
TEL DIR.          Y/◀▶
  01XA COMPANY
```

5. If the label you want does not appear, scroll through the labels using ◀ and ▶ until you find it.

```
TEL DIR.          Y/◀▶
  12 XYZ CO. LONDON
```

6. Press **Yes** to dial the number you want.

7. Either:
   - ❒ Dial more numbers.
   - ❒ Press **Start**.

Cross-references: Speed Dial: see page 209.

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Optional Features for Transmission

When you make a routine transmission, you can access a few optional features.

These options are only available if " OPTION ▶ " can be seen in the top right corner of the display.

Personal Code

Personal Codes do the following.

- ❒ They allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report that is called the Journal. This will help you to check on who has been using the machine, and how often.
- ❒ They allow personalization of documents and printed reports.
  For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.
- ❒ They allow you to restrict use of the machine to authorized personnel only. If you switch the Restricted Access feature on, users have to enter their personal code before they can use the machine. The personal code must have already been stored in the machine. This may deter unauthorized personnel from casually using the machine.

Cross-references:

Programming Personal Codes: see page 66.
Restricted Access: see page 66.
Journal: see page 137.
Label Insertion: see page 74.

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If you input your Personal Code, your name will appear on the JOURNAL and Transmission Result Report.

1. Press ▶ and make sure that the display is as shown opposite.

2. **Yes**.

3. Enter the personal code
   Example: **7 3 6 2**

4. **Yes**.

? For details on how to program the Personal Codes and their Labels. See page 67, Storing a Personal Code.

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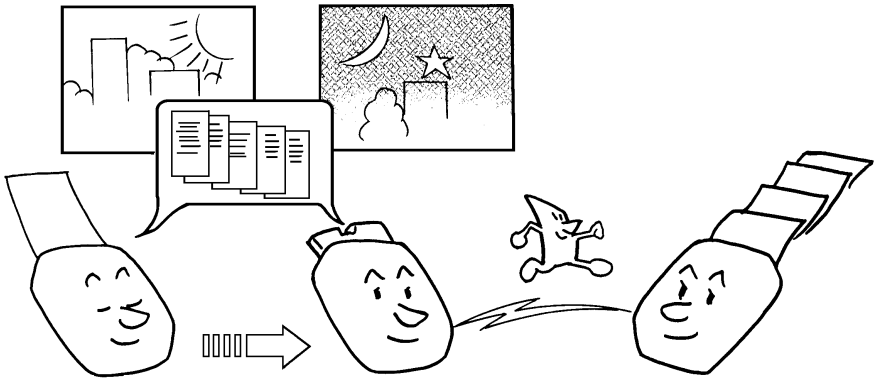
Sending at a Specific Time



This feature is called **Send Later**.
Using this feature, you can instruct the machine to delay transmission of your fax message until a later time, which you specify. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

CAUTION: If your machine's memory is full, you will have to keep the message in the document feeder. This means that nobody can use the document feeder unless they remove your document. This would automatically cancel the Send Later operation.

1. Press ▶ until the display is as shown opposite and **Yes**.

```
SET OPTION          Y/▶
SEND LATER?
```

2. Example: Send at 11:30pm
   1 1 3 0 from the ten key pad.
   To change AM/PM, press ***** or # on the ten key pad.

```
SET OPTION      KPAD/Y
TIME 11:30PM   10:00AM
```

3. **Yes**.
   The Send Later time cannot be more than 24 hours into the future.

```
TRANSMIT     OPTION ▶
DIAL FAX NUMBER
```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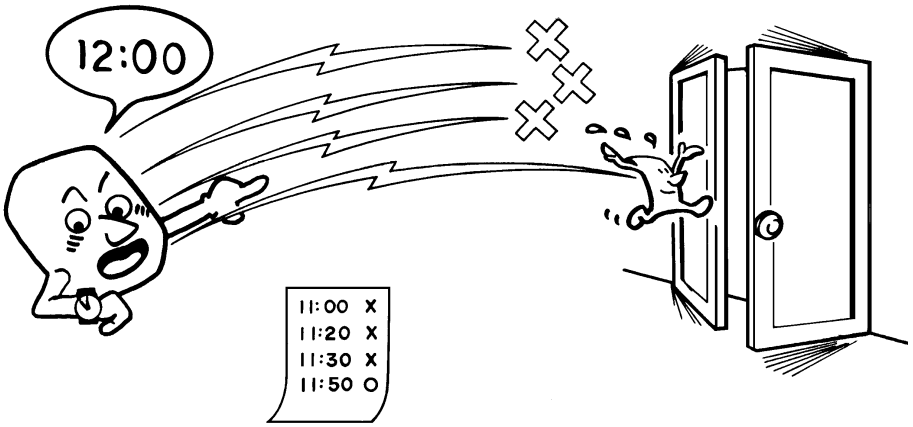
Sending by a Specific Time (TRD)



This feature is called **Transmission Deadline**.
If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

If the line is busy, the machine will redial at set intervals either until the message gets through or until the deadline passes. Before the deadline passes, there is no limit to the number of times that the machine can redial.

This feature is only available with Memory Transmission.

1. Press ▶ until the right display appears.

```
SET OPTION          Y/▶
SET TRD?
```

2. **Yes**.

```
SET OPTION       KPAD/Y
TIME 12:00PM     10:00
```

3. Example: The deadline is 12:50AM.
   1 2 5 0
   To change AM/PM, press ✻ or # on the ten keypad.

```
SET OPTION        ✻/#/Y
TIME 12:50AM     10:00AM
```

   ❒ The TRD time cannot be more than 24 hours into the future.

4. **Yes**.

```
TRANSMIT       OPTION▶
DIAL FAX NUMBER
```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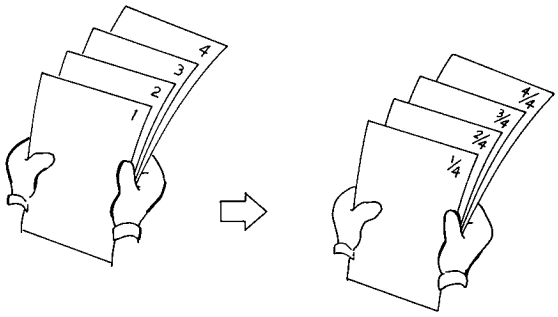
Printing the Page Number (Immediate Transmission or Parallel Memory Transmission only)



This feature is called **Page Count**.
When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the format in which the page numbers are printed.

If you use Page Count:

❒ Page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the keypad before sending.

If you do not use Page Count:

❒ Page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

Note: If you do not select Immediate Transmission and Parallel Memory Transmission, Page Count is automatically switched on, and the pages are counted automatically.

1. Press ▶ until the right display appears.

```
SET OPTION      Y/▶
SET PAGES?
```

2. **Yes**.

```
SET OPTION      KPAD
PAGES
```

3. Example: 10 pages
   1 0

```
SET OPTION      Y/N
PAGES10
```

4. **Yes**.

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Sending Your Identification at the Top of Your Message

Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

Note: If you switch TTI off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

Cross-reference:
TTI: see page 206. Label Insertion: see page 74.

1. Press ▶ until the right display appears.

```
SET OPTION      Y/▶
TTI PRINT?
```

2. **Yes**.

```
SET OPTION      Y/◀ ▶
 ▶ON     OFF
```

3. If you wish to change the TTI setting, press ◀ or ▶ until the displayed setting is correct.

```
SET OPTION      Y/◀ ▶
  ON    ▶OFF
```

4. **Yes** when you have finished.

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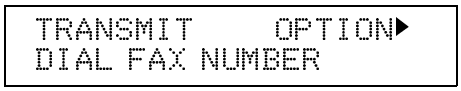
Sending Quickly

Procedure

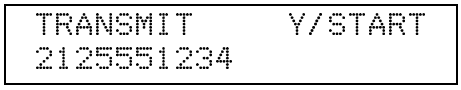
If you do not wish to store the fax message in memory before sending it out, use the following procedure.

❒ The advantages and drawbacks of Immediate Transmission and Memory Transmission are discussed on pages 17 and 18.

1. Make sure that the machine is in standby mode (see page 20).
2. Make sure that the Memory indicators should go out. If it is lit, press **Memory** .
3. Place the document face down into the feeder.

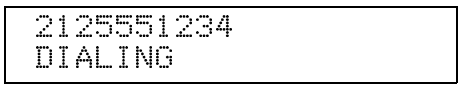


4. Dial (only one destination).



? See page 21 for how to dial.

5. **Start**.



6. The machine dials and the line to the other party is connected. The number that you dialed is displayed (or if you used Quick Dial or Speed Dial, the Quick Dial or Speed Dial Label stored for that number is displayed).

Changing Transmission Mode

Converting Immediate Transmission to Memory Transmission

If there is a message still waiting in the document feeder, you can convert it into a memory file if you press **Memory** and **Start**. The document will be scanned and stored into memory, leaving the document feeder free for others to use.

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Immediate Transmission as Your First Choice

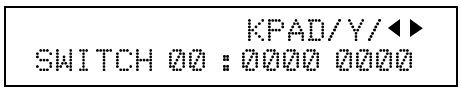
The default mode of your machine is Memory Transmission. If you wish, you can change this home position to Immediate Transmission.

The procedure is as follows (see page 184 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

   ❒ At this time, you can print a User Parameter List if you press ◄ and **Start**.

2. Press **Yes**.The settings for switch 00 are now shown on the bottom line of the display.
   The setting that you need to change is that for digit 6.



3. If you wish to change the setting, press **6** on the ten key pad.

Digit 6:(Double underlined)
0: Memory Transmission
1: Immediate Transmission

4. Finish: **Yes** and **Function**.

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Using the Stamp

Press the Stamp key to achieve the transmission verification stamp.When the Stamp indicator is lit, the machine stamps a small mark on the bottom of each page. During memory transmission, the stamp indicates that the page was successfully stored. For immediate transmission, it shows that the page was sent successfully. You must switch the stamp on before you press **Start** , or the machine will not stamp the first page.

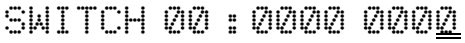
Changing the Stamp Home Position Setting

If you wish to change the Stamp default setting, do the following.

(See page 184 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   At this time, you can print a User Parameter List if you press ◄ and **Start**.

2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display. The setting that you need to change is that for digit 0.



Digit 0(Double Underlined)
0: Verification stamp off
1: Verification stamp on

3. If you wish to change the setting, press **0** on the ten key pad.
4. Finish: **Yes** and **Function**.

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Redialing

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically. Or, with the Redial key, you can redial with just a few keystrokes.

Automatic Redialing

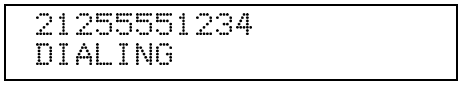
The machine will automatically redial the other party if any of the following conditions occurred.

- ❒ The other party was busy
- ❒ There was no reply from the other party
- ❒ The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used)

Redialing is done 4 times at 5 minute intervals (for a memory transmission) or 2 times at 5 minute intervals (for an immediate transmission).

- ❒ The number of redials and the redial interval may be adjusted by a service technician.

During redialing, the number being dialed is displayed as shown on the right.



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Using the AI Redial Key

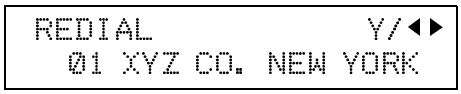
The machine remembers the last 10 telephone numbers that you input. If you have to redial one of these numbers, just press the AI Redial key, until the required telephone number or name is displayed, then press the Start key.

This feature has the following uses.

- ❒ If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press **AI Redial** until the required telephone number or name is displayed, then press **Start**.
- ❒ If you wish to send another message to the same address that you sent one to recently, you don't have to dial the full number again if it is still in the Redial memory. Place the message in the feeder, then press **Start**.

Note: The AI Redial key employs the AI Short Protocol feature.

1. Follow both steps in any order.
   - ❒ Press the **Pause/AI Redial** key until the required number appears in the display, then press the **Yes** key **twice**.



   - ❒ Carefully place your fax message into the auto document feeder.

2. Either:
   - ❒ Select another number. (Broadcasting)
   - ❒ Start the transmission: Press the **Start**.

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RECEIVING FAX MESSAGES

Selecting the Reception Mode

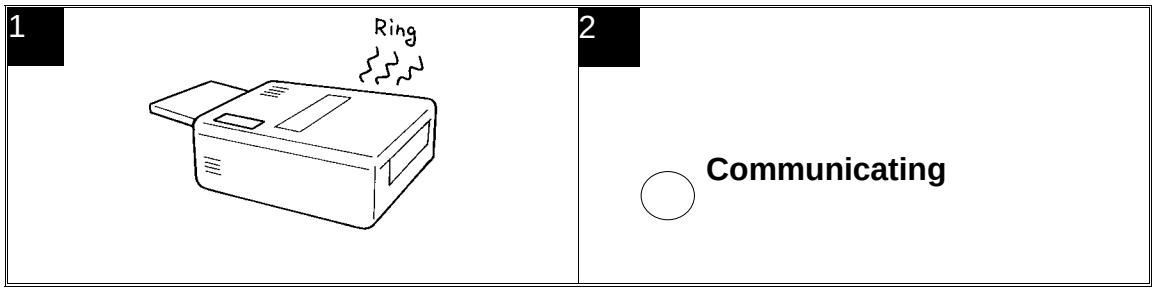
There are two ways to set up your machine to receive fax messages.
❒ Auto Receive Mode
❒ Manual Receive Mode

Press the reception mode key to switch between the modes.

Auto Receive Mode

This mode is selected when the Auto Receive indicator is lit.

Incoming faxes are received automatically. You do not have to be by the machine if the power switch is kept on. Use this mode when you must leave the machine.

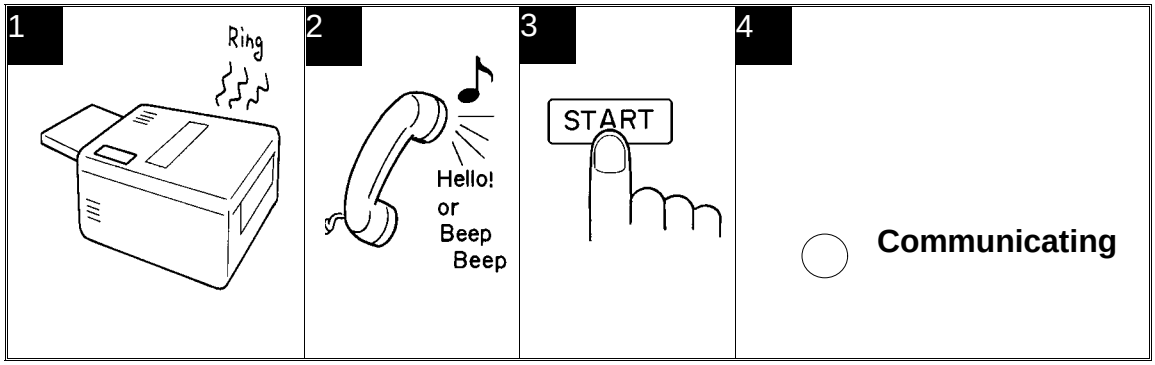


1. The telephone rings once.
2. The machine automatically starts to receive the message.

Manual Receive Mode

This mode is selected when the Manual Receive indicator is lit.

This setting is convenient if you wish to use your fax machine's handset to answer telephone calls coming in on the same line as fax messages. However, your fax machine cannot automatically receive fax messages; you have to be by the machine if a fax message comes in.
The machine operates as follows.



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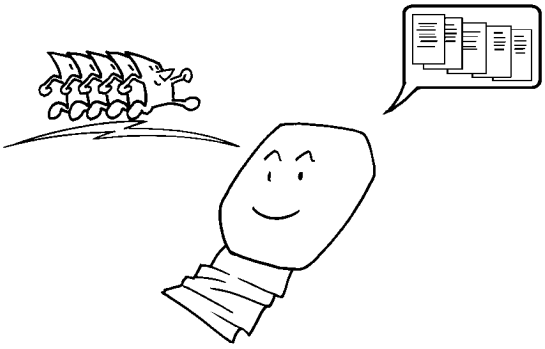
1. The machine rings continuously until you answer the call. Pick up the handset.
2. If you hear a voice from the other end, speak in reply.
   If you hear a tone every few seconds, the other end is a fax terminal.

   Note: Remove any documents that are in the feeder.

3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
4. The machine starts to receive the message.
   The Communicating indicator lights.

Receiving Fax Messages When There Is a Problem

Overview



This ferture is called **Substitute Reception**.
If the printer is jammed or out of supplies, you will still be able to receive fax messages; any messages coming in will be stored in the machine's memory.

If the "Receive File" indicator is lit, a message has been stored in the memory using the Substitute Reception feature.

Check the following:
- ❒ The printer paper may be used up. If so, add paper: see page 146.
- ❒ The toner may have run out. If so, add toner: see page 147.
- ❒ The printer paper may have jammed. If so, remove the jam: see page 168.
- ❒ If there appears to be no problem, somebody may be making copies while a fax message is coming in.

The messages received into memory will be printed and erased after the machine has been returned to normal operation.

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Switching Substitute Reception On or Off

There are two conditions under which you may wish to disable this feature.

- ❒ If you do not like keeping received fax messages in memory: After your machine has received a fax message to memory, it sends an OK signal to the other end. However, if something happens to your machine and you lose the fax message before you have a chance to read it, the sender will not be informed. Therefore, you may not wish to use the Substitute Reception feature.
- ❒ If you do not wish to have your memory full of mail from unknown senders: If you have not enabled the Authorized Reception feature, you can receive fax messages from anybody. However, you can see who they are because their identifier (the TTI) is printed at the top of each page. If the other party has not programmed their identifiers (perhaps in an attempt to hide their identity), you may not wish to receive their messages into memory, which would take up valuable space.

Cross-reference:
ECM: see page 77. Authorized Reception: see page 89.

If you wish to switch Substitute Reception on or off, do the following procedure. (See page 184 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3 and Yes**.
   At this time, you can print a User Parameter List if you press ◀ and **Start**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

2. The settings for switch 00 are now shown on the bottom line of the display.

```
                KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 05 are shown.
   The settings that you need to change are those for digits 0 and 1.
   The meanings of these settings are as follows.

```
SWITCH 05 : 0000 0000
```

Digit 0 (Underlined)
Digit 1 (Double Underlined)

Digit	Purpose
0	Substitute Reception 0: Off 1: On*
1	Reception to memory (including Substitute Reception, Memory Lock and Forwarding from another station) when no RTI or CSI identifiers were received from the other party 0: Enabled* 1: Disabled

* Default settings

4. If you wish to change the setting, press **0** or **1** of the ten key pad.
5. Finish: **Yes** and **Function**.

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TELEPHONE CALLS

A handset is required to execute the procedures in this section.

You can use your fax machine for dialing in the same way as you would use a telephone. This is useful when calling fax machines that are usually kept in Manual Receive Mode, as well as for telephone conversations.

- ❒ You can dial using Quick Dial Keys or Speed Dial Codes.
- ❒ With the On Hook Dial feature, you do not have to pick up the handset before dialing.
- ❒ You can send a fax message after finishing the conversation, without having to make a new call.

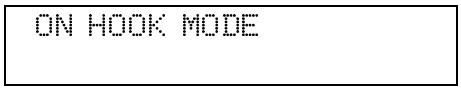
Cross-reference:	Manual Receive Mode: see page 43.

Making a Telephone Call

Using On Hook Dial

Using On Hook Dial is like using the handset (see the next page), except that you do not have to pick it up before dialing. Just press the On Hook Dial key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset. This keeps both hands free for referring to telephone numbers while you are dialing.

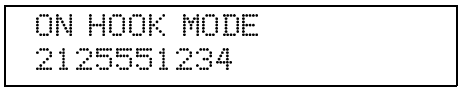
1. Press the **On Hook Dial** key.



2. Dial.

   See page 21 for how to dial.
   Do not use the handset.

   Note: Do not press **Start**.
   If you wish to cancel the call, press the **On Hook Dial** key.



3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.
4. Replace the handset when you have finished.

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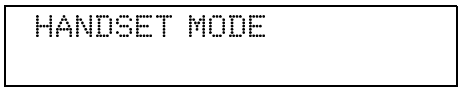
Using the Handset

Using the fax machine's built-in or optional handset, you can use the fax machine in the same way as a normal telephone. Pick up the handset and dial on the fax machine's ten-key pad (or use a Quick Dial Key or Speed Dial Code if you wish).

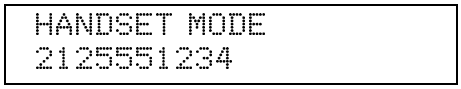
1. Pick up the handset.



2. Dial.

See page 21 for how to dial.

N Do not press **Start**.

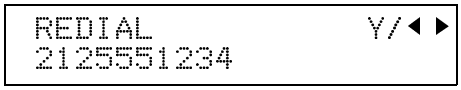


3. Continue as for a normal telephone conversation.

Using Redial

Use Redial if you wish to redial a number that you dialed recently.

1. Press the **OnHook Dial** and **Redial** key.



The number will be dialed immediately.

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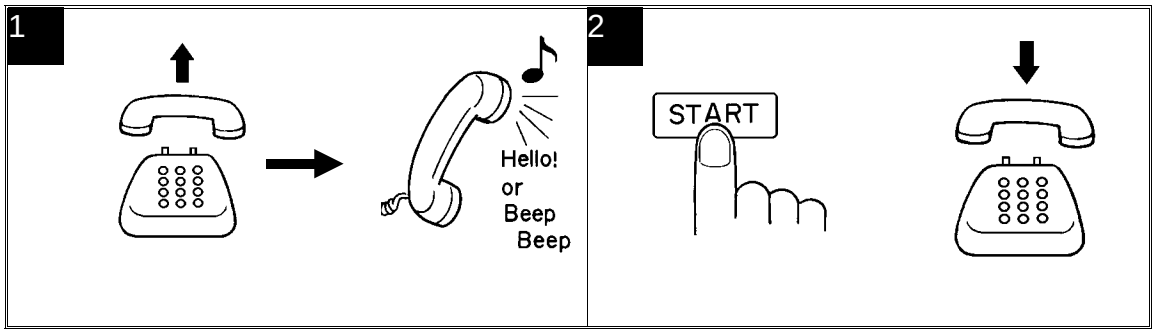
Answering the Telephone

If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

If the telephone rings continuously:



1. Pick up the handset and speak to the other party.
   If you hear a high-pitched tone, a fax is coming in.
   Press **Start** then hang up.

2. If the caller wants to send you a fax, press **Start** after speaking. Then hang up.

   If nothing happens after you press Start the power may be switched off or the telephone may not be properly connected.

Phoning and Faxing on the Same Call

To Talk Before Sending a Fax (On Hook Dial)

1. Press the **On Hook Dial** key.
2. Dial.

   Note: Do not use the handset.
   Do not press **Start**.
3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.
   - ❒ If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press **Start**.
4. When you are ready to send your fax message, place your message in the feeder, then ask the other party to press **Start**.
5. When you hear a high-pitched tone, press **Start**.

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6. Replace the handset.

Do not replace the handset if you wish to speak to the other party again. When your machine emits a tone, press Stop then speak.

Speaker and Buzzer Volume Adjustments

Your machine has a built in speaker. With this speaker, you can listen to the telephone line without picking up the handset. The speaker will be automatically switched off just before the start of facsimile data communication.

When you are sending a fax message, you will be able to hear the line after the machine has dialed. If the line is busy, you can press the Stop key and start another operation without having to wait for the machine to disconnect the line.

The sounds you can adjust the their volumes are;
Transmitting monitor (TRANS MONITOR): Sound you hear in transmission.
Receiving monitor (RECV MONITOR):Sound you hear in reception.
Onhook dial monitor (ONHOOK MONITOR): Sound you hear in dialing by Onhook dial.
Dialing monitor (DIAL MONITOR): Sound you hear after pressing Start key.
Buzzer tone(BUZZER): Volume of the buzzer when you open a cover and so on.
Key tone (KEY): Sound you hear when you press a key on the operation panel.

If the speaker volume is not satisfactory, you can adjust it.

1. **Function 6 2 2 2 2 9 2** and **Yes**.

2. To increase: ▶
   To decrease: ◀
   To accept: **Yes**

3. Repeat step 2 for each adjustment that appears on the screen.

4. Finish: **Function**.

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TRANSMISSION

Transfer Request

Transfer Request helps you save costs when you send the same message to more than one place in a distant area. You send your message once, to a machine referred to as a Transfer Station. In turn, this machine sends on the message to local machines (referred to as End Receivers). After the Transfer Station has broadcasted the message to all End Receivers in the sequence, it sends your machine a Transfer Result Report to tell you if these were any problems with the communication.

Note:
- ❒ This feature can only be used if the Transfer Station was made by the same maker as your machine.
- ❒ The ID Code of your machine must be the same as the ID Code of the Transfer Station.
- ❒ Your fax machine's telephone number must have been programmed in advance.
- ❒ The Transfer Station must have memory space available, and must be able to act as a Transfer Station (some machines cannot do this, or can but the capability has been switched off).

You cannot specify the End Receivers as full numbers on your ten-key pad, and you cannot use your own stored Speed Dials, Quick Dials, and Groups. You must use the numbers that are stored as Quick Dials, Speed Dials or Groups in the Transfer Station. Always keep a copy of the Transfer Station's Telephone Lists (Quick Dial, Speed Dial, and Group Lists) near the machine if you plan to use Transfer Request.

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Cross-reference:
Quick Dial and Speed Dial: see pages 209 and 211. Groups: see page 210.
ID Code: see page 52.

Before you can start to set up transfer request, there are some items that you have to program in your machine. These are as follows.
❒ Your Fax Machine's Own Telephone Number
❒ The ID Code

Storing your Machine's Own Telephone Number

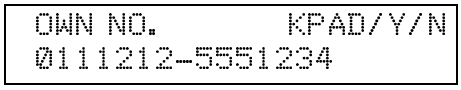
Store your fax terminal's telephone number using this feature. If you do not do this, you will not be able to use the Transfer Request feature.

If your fax machine's telephone number changes, do not forget to change the stored telephone number data.

1. **Function 6 2 2 2 2 6 1**.

2. **Yes**. Make sure that the opposite display appears, then press **Yes**.

3. Input your fax terminal's telephone number.



   ❒ **The format of the number must be as follows:**
   International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.
   Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

   Note: Use the **Pause** key to add a pause.

4. **Yes** and **Function**.

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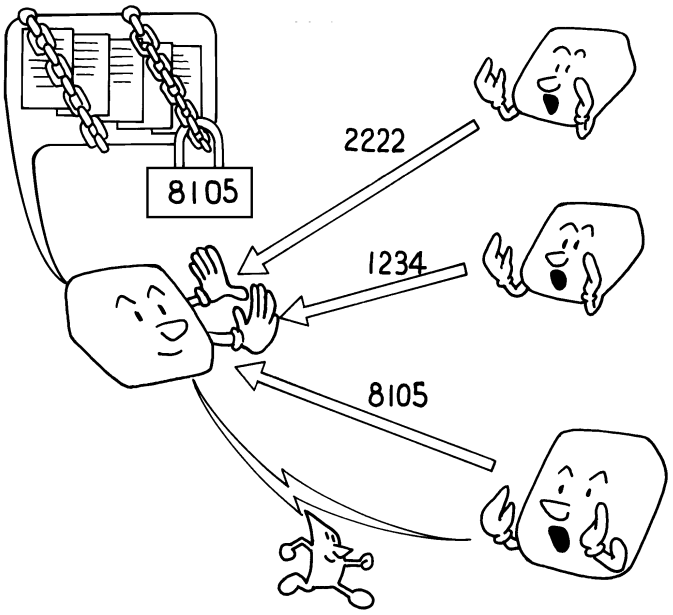
Storing the ID Code



Before programming the ID Code, confer with other users in your fax network to agree on an ID Code. This is because communications using ID Codes will fail if the codes are not the same.

The ID Code can be any four-digit code (using digits 0 to 9 and letters A to F), except 0000 and FFFF.

In addition to the networking features described in this section, ID Codes are used with the following communication features. The same code must be used by all members of your fax network and all people you wish to communicate with using these features.

❒ Calling to Request a Message (Polling): see page 116.
❒ Closed Network: see pages 75 and 112.

Features using ID Codes can only be used between terminals made by the same maker.

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Programming the ID code

To store an ID Code, do the following.

1. **Function 6 2 2 2 2 6 1** and **Yes**.

```
                    Y/NEXT▶
SET OWN NUMBER
```

2. Press ▶ until the opposite display appears.

```
                    Y/NEXT▶
SET POLLING ID
```

3. **Yes**.

```
POLLING ID          KPAD
```

4. Input the ID Code that you will be using.
   Example: **4 3 6 3**

```
POLLING ID           Y/N
4363
```

   ❒ Do not use 0000 or FFFF.

5. **Yes** and **Function**.

Editing the ID Code

If you want to change the ID code, do the following.

1. **Function 6 2 2 2 2 6 1** and **Yes**.

```
                    Y/NEXT▶
SET OWN NUMBER
```

2. Press ▶ until the opposite display appears.

```
                    Y/NEXT▶
SET POLLING ID
```

3. **Yes**.

```
POLL. ID CHANGE?  Y/N
1234
```

4. **Yes** and **No**.

```
POLLING ID          KPAD
```

5. Input a new ID.
   Example: 5433

```
POLLING ID           Y/N
5433
```

6. **Yes** and **Function**.

Making a Transfer Request

After you stored your Machine's Own Telephone Number and ID code you can do the transfer request as in the following procedure.

1. Make sure that the machine is in standby mode (see page 20).
2. Place your document in the feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```


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3. **Function 1 3** and **Yes**.

```
TRANSFER      OPTION▶
DIAL FAX NUMBER
```

4. Input the telephone number of the transfer broadcasting station, then press **Yes**.
   - ❒ This machine must be of the same manufacturer as yours, and it must be able to act as a Transfer Station.

```
TRANSFER        *⁄KPAD
DESTINATION  #■■
```

5. Input the destinations for this transfer broadcaster.
   You must use Quick Dials, Speed Dials, or Groups that are stored in the transfer broadcaster. There is a shorthand notation for this purpose. See the following examples:
   - ❒ Quick Dial Key 01: **0 1 Yes**
   - ❒ Speed Dial Code 10: **✱ 1 0 Yes**
   - ❒ Group 01: **✱ ✱ 0 1 Yes**

   Example: Speed Dial Code 10

```
TRANSFER          Y/N
DESTINATION #*10
```

Note: You can select one Transfer Station, and up to 30 End Receivers for this Transfer Station.

6. **Yes**.

7. Either:

```
TRANSFER        *⁄KPAD
DESTINATION #■■
```

   - ❒ Enter more destinations for this transfer broadcaster - go to step 5.
   - ❒ Start the transfer request: **Start**.

Note: You may use some transmission options, such as Sending at a Specific Time. See page 34.

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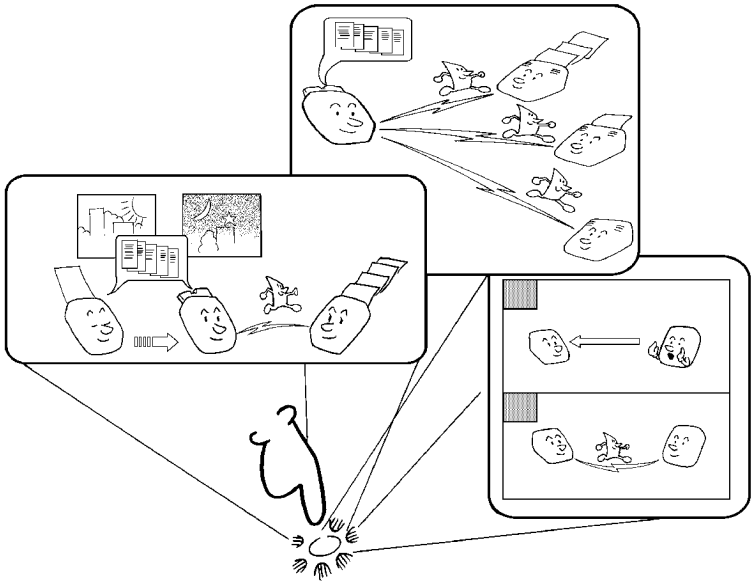
Programming Keystrokes

Overview

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive keypad operation by storing the features and destinations in a Keystroke Program.



Keystroke Programs are stored as Quick Dial Keys.

- ❒ If you store a Keystroke Program into a Quick Dial Key, that Quick Dial Key cannot be used for any other purpose.
- ❒ Be sure to store your Keystroke Program in a vacant Quick Dial Key.

Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Sending at a Specific Time). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key to set up the transmission.

Cross-reference:	Sending at a Specific Time: see page 34.

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Storing a Keystroke Program

1. Make sure that the machine is in standby mode (see page 20).

```
READY      100% 10:00
SET DOC. OR DIAL NO.
```

2. Place a sheet of paper in the feeder.
   - ❒ Skip step 2 if you are making a Polling Reception program.

```
TRANSMIT      OPTION#
DIAL FAX NUMBER
```

3. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.
   - ❒ Contrast, resolution, and halftone cannot be stored in a keystroke program.

4. Press the Quick Dial key that you wish to store the program in.
   Example: **01** of the Quick Dial
   - ❒ Make sure that this key is vacant.

```
PROGRAM              Y/N
PROGRAM?
```

5. To complete the program: **Yes**

Note: The procedure that you just stored will now begin. If you do not wish to use the procedure now, press **Stop** immediately.

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Labeling a Program

If you store a label for your keystroke programs, the label will appear on the display when you use the program.

1. **Function 3 4** and **Yes**.
   If you press k and Start, a Program List will be printed.

```
nt            QUICK/jk
PRINT LISTj/ SEARCH k
```

2. Press the Quick Dial key that holds the program that you wish to label.
   Example: **01** of the Quick Dial Key and **Yes**.

```
n 01              Y/N
PROGRAM LABEL?
```

3. To program a label for this program; **Yes**.

```
n 01               ABC
ttttttttttttttttttt
```

4. Input your label, using the Quick Dial keys.

```
n 01          ABC Y/N
DAILY REPORT ttttttt
```

? How to enter the label; see page 182.

5. **Yes**.

```
nt            QUICK/jk
PRINT LISTj/SEARCH k
```

6. Either:
   - ❒ Label another program: Go to step 2.
   - ❒ Return to standby: **Function**.

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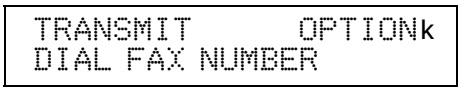
Using a Program

Before using a program, make sure that the machine is in standby mode (see page 20 for details).

Transmission Program

1. Place your document in the feeder.

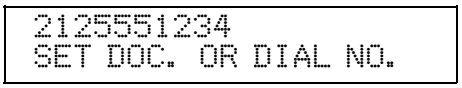


2. Press the programmed Quick Dial Key.

❒ The program begins at once, or at the later time specified by the program.

Free Polling Reception Program

1. Press the programmed Quick Dial Key.



❒ The program begins at once, or at the later time specified by the program.

Cross-reference: Picking Up Messages Stored Elsewhere (Polling Reception): see page 121.

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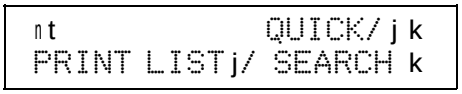
Erasing a Program

When you wish to delete a keystroke program, do the following.

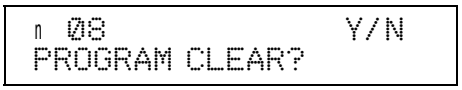
1. Function **3 4** and **Yes** .



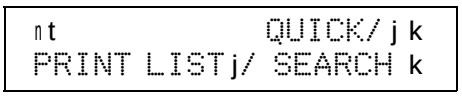
2. Press the Quick Dial key that holds the program that you wish to erase, or scroll the Quick Dial using j and k. Example: **08** of the Quick Dial Key.

3. Press **Yes.**

4. **No**.



5. To delete the program:**Yes** .



6. Either:
   - ❒ Edit or erase another program: Go to step 2.
   - ❒ Return to standby: **Function**.

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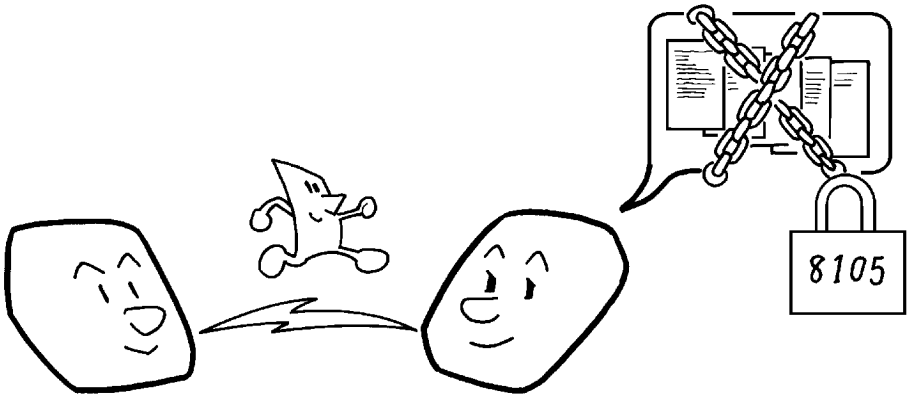
Sending Confidential Messages

Overview

This feature is called **Confidential Transmission**.
Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until an ID known as the Confidential ID is entered.



Note:
- ❒ The machine at the other end must have memory space available and it must have the Confidential Reception feature.
- ❒ This is a proprietary feature, and as such it only functions with machines produced by the same manufacturer that have this feature.
- ❒ Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

There are two types of Confidential Transmission.

1. **Normal Confidential Transmission**

   The other party can print the message by entering the ID that was previously stored using the Confidential ID feature.

2. **Confidential ID Override**

   If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, don't forget to tell the intended receiver what code must be entered to print the message.

   Note: The receiving machine's Confidential ID is not changed by this process.

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If the intended receiver has a Personal Code with a Confidential ID stored with it, you can override the receiving machine's ID with that Confidential ID. Then:

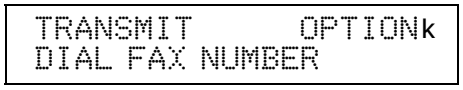
- ❒ The receiver can print the message by inputting the Confidential ID that is stored with that person's Personal Code.
- ❒ The intended receiver will also be informed personally by a Confidential File Report; this report will have the name of the receiver on it, if the name was stored with the Personal Code.

Cross-references:
Confidential ID: see page 81. Personal Codes: see page 66.
Confidential File Report: see page 138. Journal: see page 137.
Receiving confidential Messsages: see page 80.

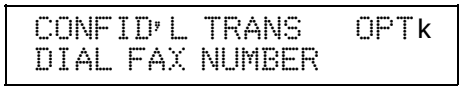
Procedure

To set up a confidential transmission, do the following.

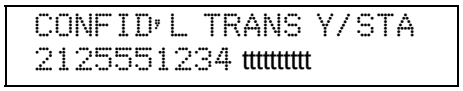
1. Place your document in the feeder.



2. **Function 1 2 and Yes**.



3. Dial then press **Yes**.



4. Either:
   - ❒ Dial another number: Go to step 3.
   - ❒ Press **Start**.

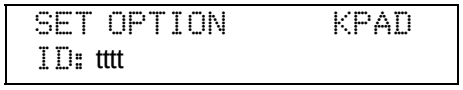
Confidential ID Override Option

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

If OPTION k is displayed:

1. Press k until the opposite display appears.

2. **Yes**.



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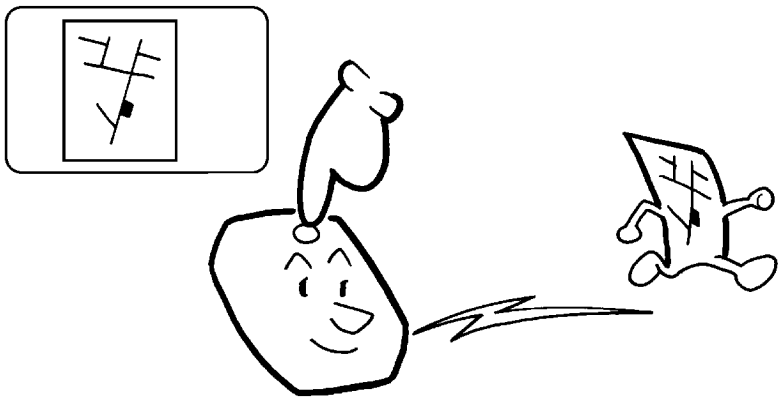
3. Enter the Confidential ID that you wish to use for this message.
   Example: **2 5 6 7** of the ten key pad and press **Yes**.

```
SET OPTION          Y/N
ID: 2567
```

4. Dial and press **Start**.

Storing an Often Used Document (Auto Docoment)

Overview



If you often find that you have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in the memory as an Auto Document, using a Quick Dial Key.
This feature is called **Auto Document**.
Then, when you need to send that page to somebody, press the Quick Dial Key that you stored it in, place any other pages that you wish to send into the feeder, dial, and press Start. At the other end, the Auto Document will be printed first.
You can also program a destination for each Auto Document into the same Quick Dial key.

> The Auto Document is transmitted as is; you cannot write anything on it like you can with a cover sheet. If you wish the machine to place your name on your transmitted documents, try using the Label Insertion feature (see page 74).

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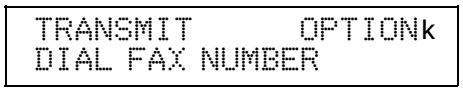
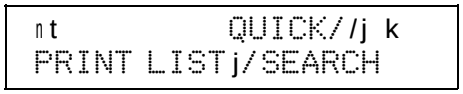
Storing an Auto Document

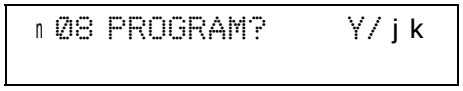
1. Take the document that you want to be an Auto Document and place it into the feeder.



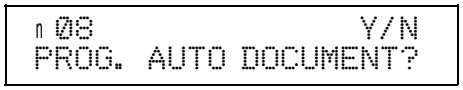
2. **Function 3 5** and **Yes**.



3. Press the Quick Dial Key that you wish to store the Auto Document in.
   Example: Quick Dial Key **08**.



4. **Yes**.

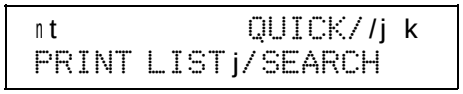


5. **Yes**.
   The document is scanned.

6. Either:
   If you label this document: **Yes**.
   If no: **No** and go to step 9.

7. Input a label using the Quick Dial key.

8. **Yes**.



9. Either:
   - ❒ Program another auto document; place the document that you want to be an Auto Document and go to step 3.
   - ❒ Finish; **Function**.

Note: You can program a Quick Dial numbr and an Auto Document in the same Quick Dial key. If you program the key as a Quick Dial before programming the Auto Document, the display below will appear in step 3. If you press the Yes key, whenever you press the Quick Dial key the Auto Document will be attached to that transmission.

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Using an Auto Document

1. Make sure that the machine is in standby mode (see page 20).
2. If you wish to attach a fax message to your Auto Document, place the fax face down into the feeder.

```
TRANSMIT      OPTION k
DIAL FAX NUMBER
```

3. Press the Quick Dial Key that contains the Auto Document that you need. Example: **08** of the Quick Dial Key.

```
TRANSMIT      OPTION k
OFFICE LOCATION MAP
```

4. Dial the destination(s), and press **Yes**.

```
TRANSMIT   DIAL/START
DIAL NEXT FAX NUMBER
```

5. Either;
   - ❒ Dial another number: go to step 4.
   - ❒ No more destinations: press **Start**.

Note: If you send the message to more than one location, and you enter the Quick key Dial which contain the Auto Document, it will be attached to all destinations.

Printing the Contents of an Auto Document

If you need to remind yourself of what one of your stored Auto Documents looks like, do the following procedure.

1. **Function 5 3** and **Yes**.

```
n l            QUICK/ j k
PRINT LIST j /SEARCH k
```

2. Press the Quick Dial Key that holds the Auto Document that you wish to see. Example: **08** of the Quick Dial Key and **Yes**.

```
n 08           START/N
OFFICE LOCATION MAP
```

3. **Start**.

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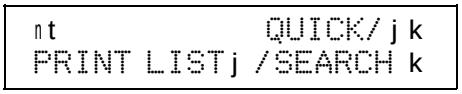
Erasing an Auto Document

If you wish to delete an Auto Document, do the following.

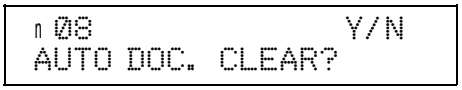
1. **Function 3 5** and **Yes**.



2. Press the Quick Dial Key that contains the Auto Document that you wish to erase.
   Example: **08** of the Quick Dial Key.

3. **Yes**.

4. **No**.



5. To erase the Auto Document: **Yes**.

6. Either:
   - ❒ Erase another Auto Document: Go to step 2.
   - ❒ Return to standby mode: **Function**.

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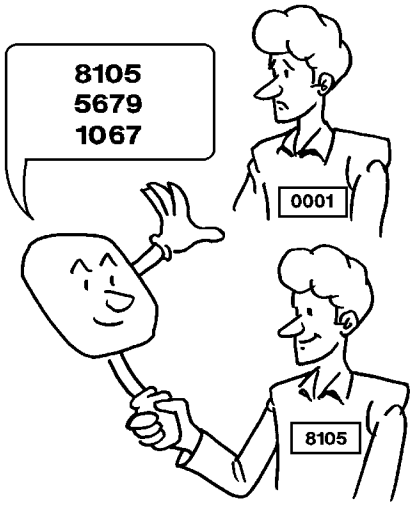
Restricting Access to the Machine

Overview



When your machine arrives from the factory and is installed for the first time, anybody can use it. However, using a system of Personal Codes, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

❒ Programming the Personal Codes: see below.
❒ Switching on Restricted Access: see page 69.

Programming the Personal Codes

The main advantage of Personal Codes is that they allow you to track machine usage and restrict access to the machine. If you do not wish to restrict access to the machine, you can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

The Personal Code is a four digit code. It can have any value from 0001 to 9999.

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Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

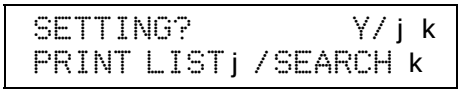
- ❒ A name: This will be printed on reports, such as the JOURNAL, to identify the users of the machine.
- ❒ A Confidential ID: This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.
  You can only store Confidential IDs if you have an optional feature expander.

Note: You cannot register more than 30 Personal Codes with Names and Confidential IDs in this machine. This means that if you switch Restricted Access on, only 30 people can use the machine.

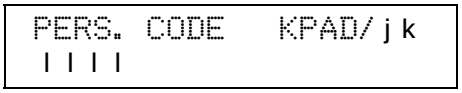
Cross-references: Using Personal Codes: see pages 32, 61, 69, and 83.
Journal: see page 137. Confidential File Report: see page 138.
Confidential ID: see page 81. Receiving Confidential Messages: see page 80.

Storing a Personal Code

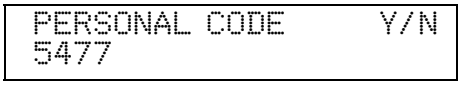
1. Function **6 2 2 2 2 7 2** and **Yes**.



2. **Yes**.



3. Input a Personal Code that you want to store in your machine for later use.
   Example: **5 4 7 7** from the ten key pad.
   - ❒ If you input the wrong code, press **No**.



4. Store the code: **Yes**.

5. Either:
   - ❒ **Yes** to store the label for this personal code.
   - ❒ If you do not program for this personal code; **No** and go to step 8.

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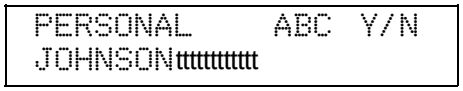
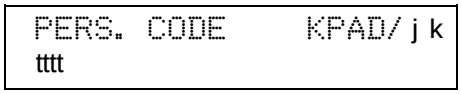
6. Input a name for this Personal Code using the Quick Dial keys or the ten key pad.



? Example: JOHNSON
How to enter the label; see page 182.

❒ If you so not wish to store an ID: **No**. Go to step 8.

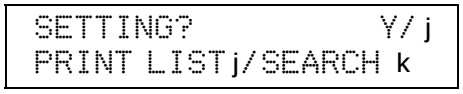
7. Store the name: **Yes**.
Either :
❒ If you want to program the Confidential ID for this user: Press **Yes**. And input a Confidential ID for the personal code used by this user. Then press **Yes**.



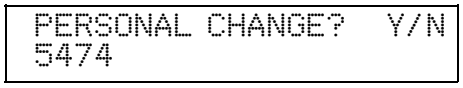
8. Either:
❒ Enter another code: Go to step 3.
❒ Finish: **Function**.

Editing or Erasing a Personal Code

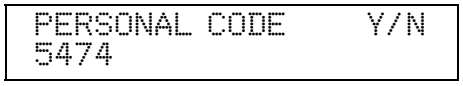
1. **Function 6 2 2 2 2 7 2** and **Yes**.



2. Scroll the personal code using k.

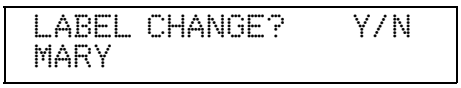


3. **Yes**.



4. Either:
❒ Erase this Personal Code: **No** and **Yes**. Go back to step 2.
❒ Edit the contents of this code: **Yes**. . Go to step 5.

5. Either:
❒ If you edit the label; **Yes** and go to step 6.
❒ p If you don't edit the label; **No** and go to step 2 to edit another personal code.



6. Edit the name stored with this code. When the name is correct, press **Yes**.

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7. Either:
   - ❒ Edit the Confidential ID stored with this code; press **Yes** then input the ID.
     When the ID is correct, press **Yes**.
8. Either:
   - ❒ Enter or edit another code: Go to step 2.
   - ❒ Finish: **Function**.

```
CONFID'L ID      KPAD
tttt
```

Switching Restricted Access On

Restricted Access allows you to keep a closer track of machine usage, and deters passers-by from casually using your machine.

If this feature is switched on, users have to enter their Personal Code before they can use the machine. The Personal Code must have already been stored in the machine.

However, the user can enter codes directly at the keypad. Therefore, if you are serious about using this feature to stop casual users from operating the machine, you must allocate relatively obscure codes to all authorized users, and try to avoid obvious numbers such as 0001.

To switch Restricted Access On or Off, do the following:

If you wish to switch Restricted Access on or off, do the following procedure. (See page 184 if you need more information about the User Parameter Settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/j
PRINT LISTj
```

2. **Yes**.

```
                KPAD/Y/j k
SWITCH 00 : 0000 0000
```

3. The settings for switch 00 are now shown on the bottom line of the display.
4. Press k until the settings for switch05 are shown. The setting that you need to change is digit 4.

```
SWITCH 05 : 0000 0000
```

Digit 4 (Underlined)

Digit	Purpose		
4	Restricted Access	0:Off	1: On

5. If you wish to change the setting, press **4** on the ten key pad.
6. Finish: **Yes** and **Function**.

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Operating the Machine with Restricted Access Switched On

If you have switched Restricted Access on, the display is as shown below when the machine is in standby mode.

Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 66 for how to store Personal Codes.

```
READY    100% 10:00AM
PERSONAL CODE: tttt
```

1. Enter your personal code.
   Example: **7 3 6 2** from the ten key pad.
2. Press **Yes**. After a second, the normal standby display will appear, and you can use the machine. If the normal standby display does not appear, you entered a personal code that is not stored in the machine.

If you decide that you do not wish to use the machine now, you should return the machine to Restricted Access standby mode. To do this, either:

❒ Insert a page into the document feeder and remove it immediately.
Press **Function** twice.

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Tonal Signals

On this model the ✻ key on the ten keypad is used as the Tone key. Some organizations offer you a special service by telephone, which you can access by transmitting Touch tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services. First, dial the other party when you are through to the other end, press the Tone key and enter the code number that is needed to access the required feature at the other terminal. You do not need to press the Tone key if your machine is set up for dialing in Tone Dial (DTMF)mode.

Using the Tone Key

1. Make sure that the machine is in standby mode, and that there is no document in the feeder.
2. Pick up the telephone handset.
3. Dial the remote facility. Do not press the **Start** key.
4. After your line is connected to the remote facility, do the following:
   - ❒ If your telephone line type is DTMF (Tone Dial): Go to step 5.
   - ❒ If your telephone line type is Pulse Dial: Press ✻ on the ten keypad. A dot appears in the display.
5. Input the digits that you need to use the remote facility. After you have finished your business with the remote facility, hang up.
   Note: Do not press the **Start** key.

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Dialling with the Dial Option Key

1. Set the Document.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

2. Enter the number.

```
TRANSMIT     Y/START
5551234
```

3. Press **Quick 29** and **Yes**.

```
TRANSMIT     Y/START
5551234S
```

4. Enter the subaddress.

```
TRANSMIT     Y/START
5551234S9999
```

5. Press **Quick 29** and **Yes**.

```
TRANSMIT     Y/START
5551234S9999P
```

6. Enter the selective polling ID.

```
TRANSMIT     Y/START
5551234S9999P1234
```

7. Press **Quick 29** and **Yes**.

```
TRANSMIT     Y/START
5551234S9999P1234W
```

8. Enter the password.

```
TRANSMIT     Y/START
5551234S9999P1234W23
```

9. Press **Quick 29** to enter space.

```
                  Y/N
SPACE?
```

10. Either:
    Press **Yes**. A space is entered.
    Press **Quick 29** or **Yes**.

```
TRANSMIT     Y/START
5123 4S9999P1234W23
```

- ❒ Press **No** and **Yes**. You can enter the another fax number.

```
TRANSMIT   DIAL/START
DIAL NEXT FAX NUMBER
```

Note: You can program the password and sub-address in a Quick Dial, Speed Dial or Group. Quick 29 is programmed as Dial Option key.

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Storing Part of a Number

This feature is called **Chain Dialing**.
It allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial Keys or Speed Dial Codes, and some of which may be input at the keypad.

For example, you can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

This feature is convenient if:

- ❒ You often communicate with many terminals for which the area code, or international code is the same.
- ❒ You often make international calls.
  For example, if you often call Tokyo, Japan, program 011813 (Overseas to Tokyo from the USA) as Quick Dial Key 01. This will save work at the operation panel when dialing a Tokyo number.
- ❒ Your PBX requires an ID code before the destination number.
  For example, if your ID is 1234567, and the destination is stored in Quick Dial Key 01, enter 1234567 at the keypad, press Pause, then press Quick Dial Key 01.

Note: Do not store any Labels with the Quick Dials and Speed Dials that you are using with Chain Dialing. This is because Label Insertion does not work with Chain Dialing.

Cross-reference:
Quick Dial and Speed Dial: see page 209. Label Insertion: see page 74.

Example: 01133-1-5553333 (From the USA to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- ❒ Quick Dial 01 = 01133 (Overseas to France)
- ❒ Quick Dial 02 = 1 (Paris)
- ❒ Speed Dial 10 = 555

When the machine asks you to dial:

On Hook Dial or Handset Mode:
Press the **Quick Dial key 01**, next press the **Quick Dial key 02**. Then press the **Speed Dial key** and **1** then **0** using the ten keypad. After that press **3 3 3 3** using the ten keypad.

Other:
Press the **Quick Dial key 01** and **Pause**, **Quick Dial key 02** and **Pause**, then press the **Speed Dial key** and **1** then **0** using the ten keypad and then the **Pause**. After that press **3 3 3 3** using the ten keypad.

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Printing Your Personal Identification at the Other End

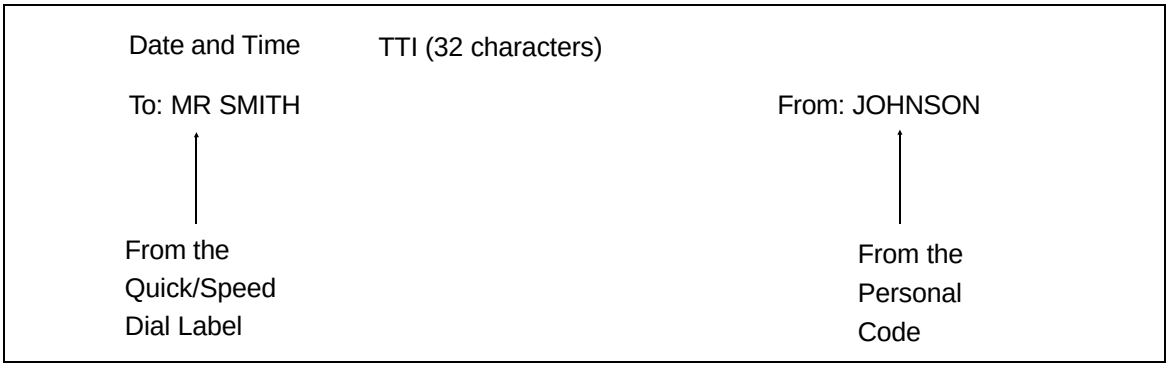
This feature supplements the TTI. It uses the Personal Code and the Quick Dial or Speed Dial Label to inform the other party who is sending the message, and state who the message is for.

To use this feature, you must:

- ❒ Switch Label Insertion on for each Quick Dial and Speed Dial that you wish to use this feature with (see the procedures starting on pages 211 and 214).
- ❒ Program the Personal Codes of the machine's users, and store their names with their codes (see page 66).
- ❒ Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 211 and 214).
- ❒ When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 32).

Note: TTI off has effect on this feature.

Example: Your fax message as received at the other end



In the above example, the message was sent using Johnson's personal code. The Quick Dial or Speed Dial used to dial the destination had MR SMITH as the label.

Note: If you later reprogram the Speed/Quick Dial, be sure to reprogram or delete the label as well.
The top of the image will be overprinted if there is no margin at the top of the transmitted page (this is also true for the TTI.)

Cross-reference:
Quick Dial and Speed Dial: see page 209. Personal Codes: see pages 32 and 66.

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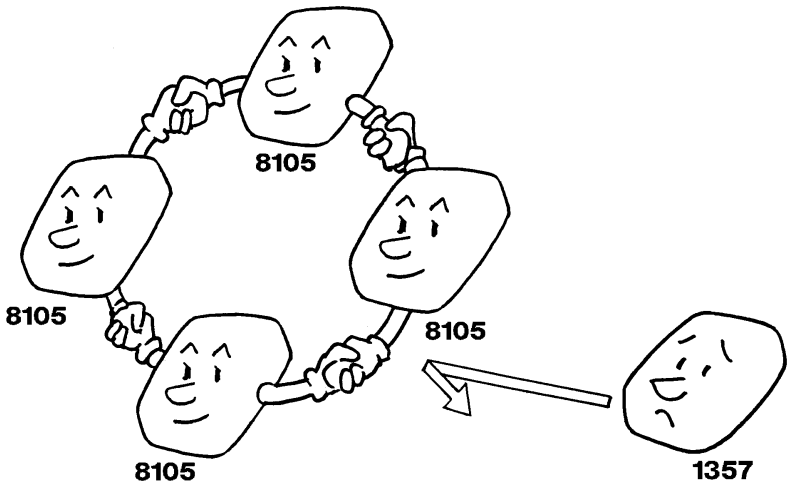
Closed Network (Transmission)

This feature helps to stop you from accidentally sending a fax message to a terminal that is outside your fax network.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.



If you are interested in this feature, change the user parameter Switch 06 bit 2 to 1. (Function 63)

Note: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

Cross-references:

ID Code: see page 52.
Closed Network (Reception): see page 112.

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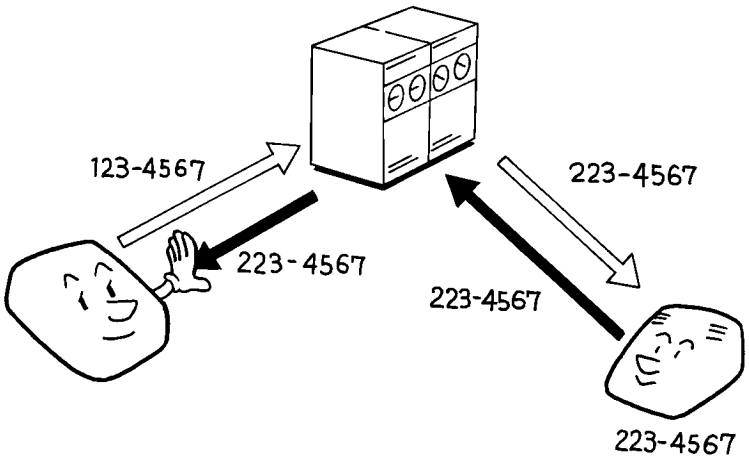
Protection Against Wrong Connections

This feature prevents the automatic switching equipment in the telephone network from accidentally connecting you to the wrong fax terminal.

However, it does not help you if you dialed the wrong number yourself. So, even if this feature is switched on, you should still check your operation panel display to check whether you have reached the correct terminal, and be ready to press Stop if the wrong terminal's RTI or CSI is displayed.



Your machine compares the number that you dialed with the CSI received from the other end. (Only the last 8 digits are checked, and spaces and pauses in the telephone number are ignored.) If the CSI is not the same as the telephone number, the transmission is stopped.

This feature has to be switched on by a service technician.

Note: If you cannot send a message to a certain location using this feature, contact the other end and make sure that they have stored their CSI correctly. (If the other party is using a machine made by another maker, they may not be familiar with the term CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.)

Cross-references: CSI: see pages 205 and 207.

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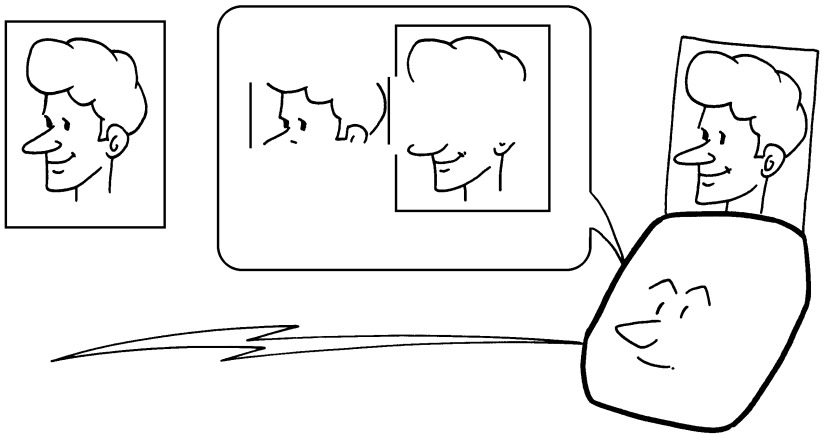
ECM (Error Correction Mode) and Page Retransmission



ECM is a signaling system that greatly reduces the chance of data being lost because of a bad telephone line. ECM is useful if you frequently communicate over poor telephone lines.

With ECM switched on, the communication cost will increase if the line is bad, but the data will be sent much more reliably.

If ECM is switched off, Page Retransmission will be used. The whole page will be resent (unless you used Immediate Transmission, in which case damaged data cannot be resent at all). ECM is more efficient, because it only resends the damaged parts of the data, and the maximum possible number of retransmission attempts is much higher, and it also works with Immediate Transmission.

If you prefer reliable communication over communication costs, keep ECM switched on. If you however prefer to be cost effective, ask the service technician to switch ECM off.

Pages can be sent up to 3 times before the machine gives up. If you wish to change the number of retries, contact a service technician.

ECM is switched on in your machine when it leaves the factory, to provide you with the ability to send accurate and complete documents as reliably as possible.

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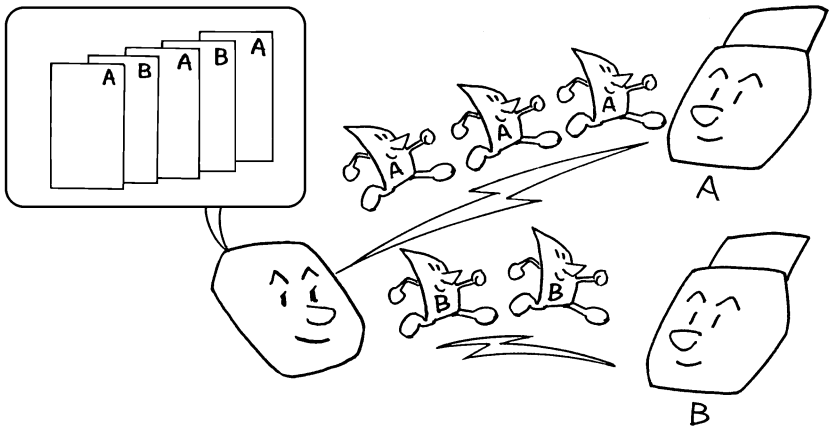
Batch Transmission

Overview

This feature will save communication costs if you often send more than one message to the same location.



Example:
If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Keystroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. In the example shown in the diagram above, you have set up two batches; one is for destination A and one is for destination B. In another example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

Note: You can have up to 35 fax messages in the same batch.
Messages using Confidential Transmission cannot be put into a batch.

Cross-reference: Sending at a Specific Time: see page 34.

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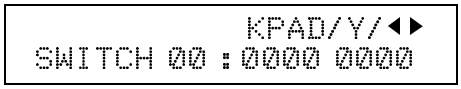
Changing the Batch Transmission On/Off

In a new machine, this setting is "On". If you wish to change this setting, use the following procedure. (See page 184 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. **Yes**.



3. The settings for switch 00 are now shown on the bottom line of the display.
4. Press ▶ until the settings for Switch 06 are shown.
   The setting that you need to change is digit 4.
5. If you wish to change the setting, press 4 of the ten key pad.

Digit 4(Double Underlined)
0: Batch Transmision off
1: Batch Transmission on

6. Finish: **Yes** and **Function** .

Well Log Transmission

Using this feature, you can transmit a document that is longer than the maximum limit, without having to cut it up into separate sheets. However, you must contact a service technician to have this feature switched on. The name of this feature is taken from oil well borehole surveying. A well log is a vertical profile of a borehole, drawn to scale, showing important data. A well log can be several yards long.

CAUTION: If this feature is switched on permanently, users must stay by the machine while their documents are being scanned. This is because, if the document jams, the machine may take much longer than usual to recognize the jam; this could result in excessive wear and tear of the mechanical components of the scanner.
If a jam does occur, press the Stop key immediately.

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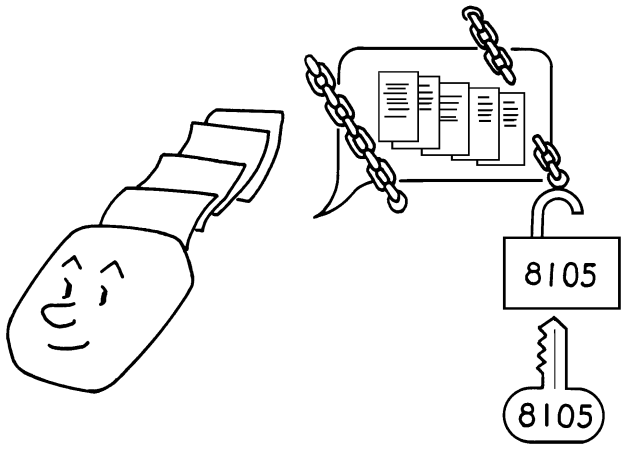
RECEPTION

Receiving Confidential Messages

Overview

This feature is called **Confidential Reception**.
If the other party sent you a message using Confidential Transmission, the message is stored in the memory, and not printed. The "Receive File" indicator on the operation panel blinks to inform you when a confidential message has come in. Also, if you have switched Confidential File Report on, the machine will print a report whenever a confidential message comes in.

There is no need to do anything immediately. When you want to print the message, input the Confidential ID.



Notes:
- ❒ For this feature to work properly, you must have stored a Confidential ID in advance.
- ❒ If the machine's Confidential ID does not have any effect, contact the sender and check whether they used Confidential ID Override to override your ID. Print the Journal to find out who the sender is, if necessary.
- ❒ If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

Cross-references:

Confidential ID: see page 81.
Confidential File Report: see page 138.
Sending Confidential Messages: see page 60.
User Parameter List: see page 145.
Confidential ID Override: see page 60.
Journal: see page 137.

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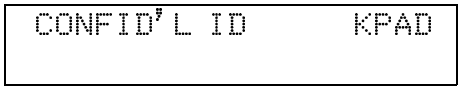
Storing a Confidential ID

This can be any four-digit code (using digits 0 to 9). It must be used to print any confidential messages that your machine has received.

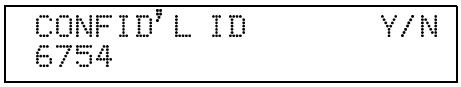
1. **Function 6 2 2 2 2 6 1** and **Yes**.

2. Press ▶ until the screen is as shown opposite.

3. **Yes**.



4. Input the Confidential ID that you will be using.
   Example: **6 7 5 4** from the ten key pad.



5. **Yes** and **Function**.

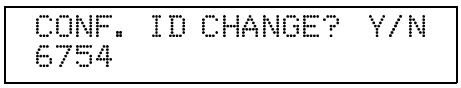
If you do not store a Confidential ID, you will not be able to receive confidential messages.

Editing the Confidential ID

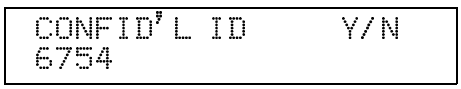
1. **Function 6 2 2 2 2 6 1** and **Yes**.

2. Press ▶ until the screen is as shown opposite.

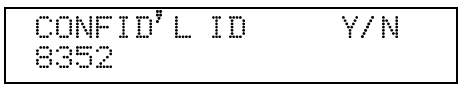
3. **Yes**.



4. **Yes**.



5. No and input a new confidential ID code Example:8352.



6. **Yes** and **Function**.

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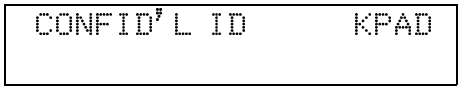
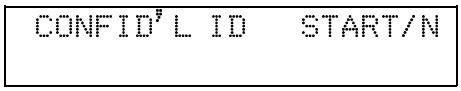
Printing a Confidential Fax Message

If the Receive File indicator is blinking, do the following to print the message.

1. **Function 5 5** and **Yes**.



2. Input the ID. Example: **6 7 5 4** from the ten key pad.
   If you cannot output a confidential file with this ID, you have input the wrong ID or the sender may have over-ridden your ID.
   Contact your sender.



3. **Start**.

Note: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.
To print the message which is Memory Locked, see page 87.

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Confidential File Report

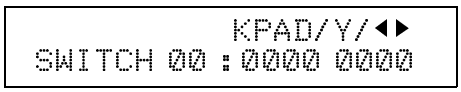
This report informs you when a confidential message has been received.

You can store a separate Confidential ID with each of the Personal Codes. If the sender of the message uses Confidential ID Override, the sender can specify one of these IDs. If so, the Confidential File Report will contain the name stored with that Personal Code, drawing the attention of the intended receiver of the confidential message.

You can switch this report on or off using Function 63. In a new machine, it is switched on at the factory.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. **Yes**.



3. The settings for swich 00 are now shown on the bottom line of the display.

4. Press ▶ until the settings for 04 are shown. The settings you need to change is digit 0.

SWITCH 04 : 0000 0000

Digit 0 (Double underlined)
0: Confidential file report is switched off.
1: Confidential file report is switched on

5. If you wish to change the setting press **0**.

6. Finish: **Yes** and **Function**.

Cross-reference: Personal Codes: see page 66.

If you wish, you can prevent unidentified senders from sending you Confidential Messages. See page 88.

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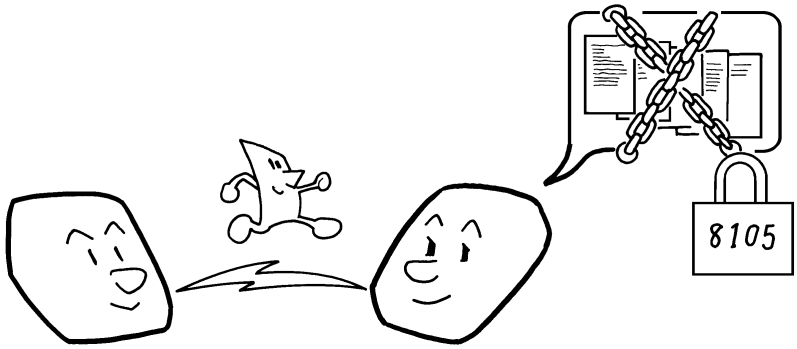
Locking Incoming Messages (Memory Lock)

Overview



If Memory Lock is switched on, the machine will not print any incoming fax messages. They will be kept in memory until you enter the Memory Lock ID that you previously stored in the machine. Messages received by Confidential Reception will not be printed when you input the Memory Lock ID.

To use Memory Lock, you must first:
❒ Store a Memory Lock ID (Function 61).
❒ Switch Memory Lock on (Function 62).

To make Memory Lock more versatile you may choose to receive messages from select locations into memory or execlude certain select locations from coming into memory. You may:

❒ Specify the senders whose messages you want to be lock in memory (Special Terminals). Do this by programming the RTI's or CSI's of these senders (Function 81).
❒ Select the messages to store in memory (Function 63):
a) Only messages from Special Terminals.
b) All messages except those from specified Terminals.

Cross-reference:	Receivng Confidential Messages: see page 80.

Storing a Memory Lock ID

This can be any four-digit code (using digits 0 to 9), except 0000.

1. **Function 6 2 2 2 2 6 1** and **Yes**.

```
                    Y/NEXT▶
SET OWN NUMBER
```

2. Press ▶ until the screen is as shown opposite.

```
                    Y/NEXT▶
SET MEMORY LOCK ID
```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3. **Yes**.

4. Input the Memory Lock ID that you will be using. Example: **6 7 5 4** from the ten key pad.
5. Store the ID: **Yes** and **Function**.

Editing the Memory Lock ID

1. **Function 6 2 2 2 2 6 1** and **Yes**.

2. Press ▶ until the screen is as shown opposite.

3. **Yes**.

4. **Yes**.

5. **No** and input a new number.

6. **Yes** and **Function**.

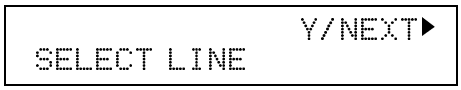
Switching Memory Lock On/Off

Before you can use Memory Lock, you have to switch it on using Function 62.

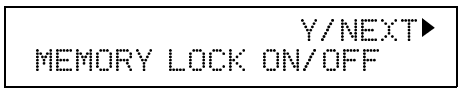
After you switch Memory Lock on, (MEMORY LOCK) will appear on the display when the machine is in standby mode.

Note: If you switch Memory Lock on, Forwarding will be automatically disabled.

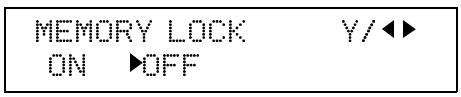
1. **Function 6 2 2 2 2 6 2** and **Yes**.



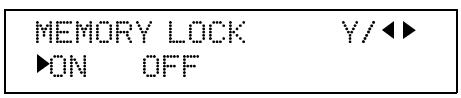
2. Scroll through the features with ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.



5. Finsh : **Yes** and **Function**.

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If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See page 88.

Programming Special Terminals for Lock in Memory

If you like to receive information from only select locations into Memory lock, you can program the RTI codes or CSI codes of those locations. A terminal sending an incoming messages always identifies itself to your terminal. The identification consists of an RTI or a CSI. When you specify the senders for Memory lock, you must program a list of these codes. Program the list using Function 81 called "Special Terminals" (See page 133).

Selecting Which Messages to Lock in Memory

You have to select either to:
- ❒ Only Lock messages from Special Terminals.
- ❒ Lock all messages <u>except</u> those from Special Terminals.

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   At this time, you can print a User Parameter List if you press ◀ and **Start**.
2. **Yes**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

```
              KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. The settings for switch 00 are now shown on the bottom line of the display.
4. Press ▶ until the settings for switch 09 are shown.

```
              KPAD/Y/◀▶
SWITCH 09 : 0000 0000
```

5. The setting that you need to change is that for digit 1 (Double underlined). Set as shown opposite.

When you want to lock incoming messages in memory from specified terminals;

```
SWITCH 09 : 0000 0001
```

If you lock all incoming messages except those from specified terminals;

```
SWITCH 09 : 0000 0011
```


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6. Finish: **Yes** and **Function**.

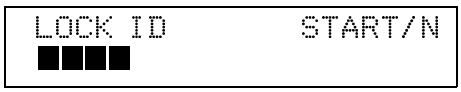
List of Special Terminals (Function 81)	Memory Lock on/off (Function 62)	Switch 09 Digit7 (Function 63)	Result
Empty	On	Either	All messages are locked in memory.
Empty/Not empty	Off	Either	No messages are locked in memory.
Not empty	On	Listed	Only messages from special terminals are locked in memory.
Not empty	On	non-Listed	All messages are locked in memory **except** those from special terminals.

Printing a Memory-Locked Message

If the Receive File indicator is blinking, a message has been stored using Memory Lock. Print it using the following procedure.

1. **Function 56** and **Yes**.

2. Input the Memory Lock ID.
   Example: **4 6 3 3** from the ten key pad.



3. **Start**.

Note: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.
To print the message using the Confidential Reception, see page 80.

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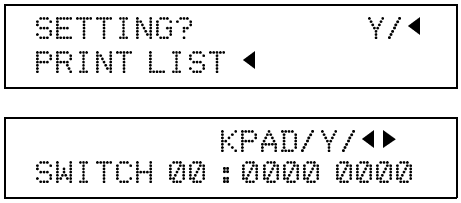
Rejection of Messages from Unidentified Senders

If you wish, you can make the machine reject incoming messages that require storage to your machine's memory, if they are not accompanied with an identifier such as the RTI or CSI. Features that would be affected are Substitute Reception, Memory Lock, and Confidential Reception, Forwarding, and Action as a Transfer Station.

The procedure is as follows (see page 184 if you need more information about the User Parameter Settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.
   At this time, you can print a User Parameter List if you press ◀ and **Start**.
2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 05 are shown.
   The setting that you need to change is that for digit 1.
4. If you wish to change the setting, press **1** on the ten key pad.

SWITCH 05 : 0000 0000

Digit 1 (Double Underlined)
0: Messages are not rejected.
1: Messages are rejected.

5. Finish: **Yes** and **Function**.

Cross-references:

Receiving Fax Messages When There Is a Problem (Substitute Reception):	see page 44
Receiving Confidential Messages:	see page 80
Lock Incoming Messages (Memory Lock):	see page 84
Forwarding:	see page 92

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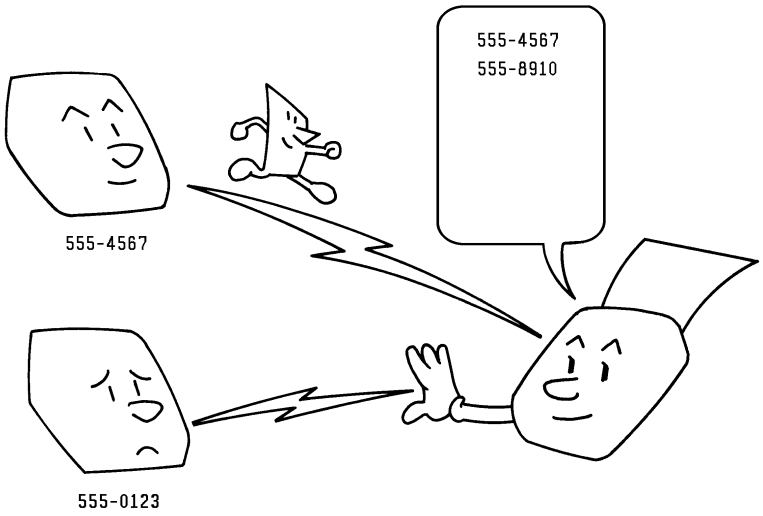
Authorized Reception

Overview

This feature helps you to reject junk fax mail. It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.



To authorize reception from a particular sender:

❒ Switch Authorized Reception on. (Function 62)

❒ Specify the senders whose messages you want accept (Function 81). Do this by programming the RTI or CSI of these senders. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a Journal and read off the RTI/CSI.)
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.

❒ Select the messages to accept (Function 63)
a) All messages from specified senders
b) All messages except those from specified senders.

If the RTI/CSI is not the same as any of those that you have programmed into this feature, the message will not be accepted.

The number of RTI/CSI's that you can store for use with this feature is limited to 30. However, you can use Wild Cards to extend the number of RTI/CSI's that you can specify.

Note: If you set the Authorized Reception on and you do not program any RTI or CSI of the sender, your machine do not accept any reception.
If one of the authorized terminals changes their RTI/CSI, you have to change the stored RTI/CSI also. Otherwise, your machine cannot identify the senders as specified senders.So, you will not be able to accept messages from that sender any more under the current machine setting.

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Cross-references:
Journal: see page 137.
RTI and CSI: see page 205.
Wild Cards: see page 102.

Switching Authorized Reception On/Off

Before you use Authorized Reception, you have to switch it on using Function 62. If it is switched off, the machine will accept any incoming fax message.

1. **Function 6 2 2 2 2 6 2** and **Yes**.

```
                    Y/NEXT▶
SELECT LINE
```

2. Scroll through the list of features with ▶ until the screen is as shown opposite.

```
                    Y/NEXT▶
AUTHORIZED ON/OFF
```

3. **Yes**.

```
AUTHORIZED          Y/◀▶
 ON   ▶OFF
```

4. Change the on/off setting by pressing ◀ or ▶.
5. Finish: **Yes** and **Function**.

Programming the List of the Senders for Authorized Reception

A terminal sending an incoming messages always identifies itself to your terminal. The identification consists of an RTI code or a CSI code. When you specify the senders for memory lock, you must program a list of these codes. Program the list by Function 81 called "Special Terminals" (See page 113).

Selecting Whether to Accept or Reject Messages from Special Terminals

You can select one of the following two things.

- ❒ Only accept messages from Special Terminals (i.e. reject all others).
- ❒ Accept incoming messages except those from the Specified Terminals (i.e. reject Special Terminals).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?            Y/◀▶
PRINT LIST◀
```

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

```
                  KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```


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3. Press ▶ until the settings for switch 08 are shown.
   The setting that you need to change is digit 3 (Double underlined).

```
                KPAD/Y/◀▶
SWITCH 08 :0000 0000
```

4. Set as shown opposite.
   Press **3** on the ten key pad to change the setting of digit 3.

If you want to accept all incoming messages from the special terminals.

```
SWITCH 08 : 0000 0100
```

If you want to accept all incoming messages except those from the special terminals.

```
SWITCH 08 : 0000 1100
```

5. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Authorized Reception on/off (Function 62)	Switch 08 Digit 3 (Function 63)	Result
Empty	On	Either	No messages are accepted.
Empty/Not empty	Off	Either	All messages are accepted.
Not empty	On	Listed	Only messages from special terminals are accepted.
Not empty	On	non-Listed	All messages are accepted **except** from Special Terminals.

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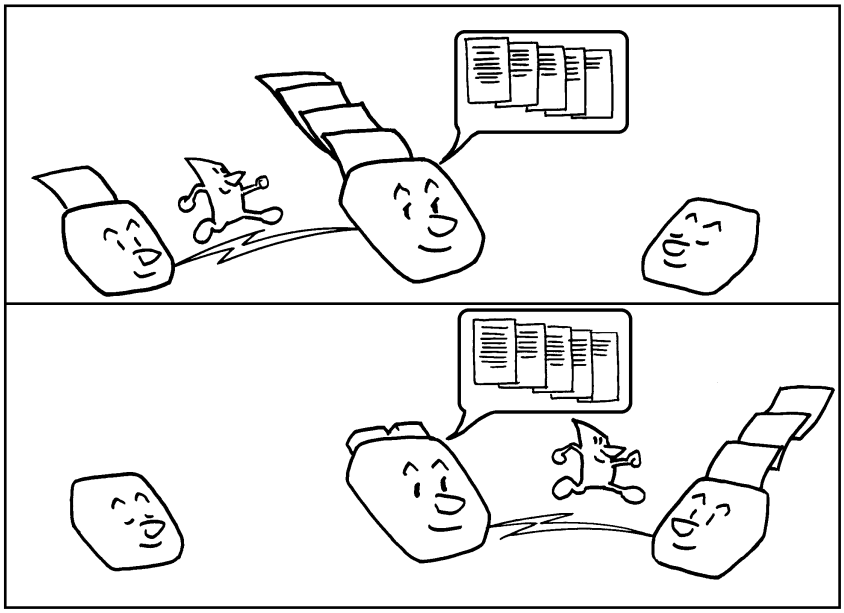
Forwarding

Overview

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called "forwarding terminals".

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.



To set up Forwarding, program your machine as follows:

- ❒ Switch the Forwarding on (Function 62).
- ❒ Program the phone numbers of the Forwarding Terminals that you will pass on messages to, together with the list of specified senders for each number (Function 82).
- ❒ Specify the senders whose messages you want to forward (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a Journal and read off the RTI/CSI).
  If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes (Function 82).
- ❒ Select the messages to forward (Function 63):
  a) All messages from specified senders.
  b) All messages except those from specified senders.
- ❒ Decide whether you want your machine to automatically print messages that it forwards (Function 63).

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❒ Select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the printout.

If the RTI/CSI of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

Cross-references:	RTI and CSI: see page 205.
Journal: see page 137.	Wild Cards: see page 102.

Programming the Forwarding Feature

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

1. **Function 6 2 2 2 2 8 2** and **Yes**.
   To print a list, press ▶

```
SETTING?          Y/◀ ▶
PRINT LIST ◀ /SEARCH ▶
```

2. **Yes**.

```
FORWARD        KPAD/◀ ▶
```

3. Store a forwarding station number.
   Example: **2 1 2 5 5 5 1 2 3 4**
   If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine. And press **Yes**.

```
FORWARD     KPAD/Y/N
2125551234
```

4. Either:
   ❒ If you wish **all** incoming messages to be forwarded to this station: **No**. Do not store any RTIs/CSIs for it.

```
FORWARD              Y/N
SET RTI/CSI?
```

   ❒ If you only wish messages from certain senders to be forwarded to this station:Input their RTIs or CSIs (messages from senders other than these will not be forwarded to this station): **Yes** and go to step 5.

```
RTI/CSI          ABC ◀ ▶
```


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5. Type in an RTI or CSI.
   How to enter characters, see page 7.

```
RTI/CSI          ABC Y/N
XYZ COMPANY
```

6. **Yes**.

```
RTI/CSI              Y/N
STORE AS WILD CARD?
```

7. Either:
   - ❒ Store this RTI as a wild card: **Yes**
   - ❒ Otherwise: **No**

```
FORWARD              Y/N
SET RTI/CSI?
```

8. Either:
   - ❒ If you want to store another RTI/CSI, press **Yes** and go to step 5.
   - ❒ Otherwise: **No** and go to step 9.
9. Either:
   - ❒ Store another forwarding station; go to step 3.
   - ❒ Finish; **Function**.

```
FORWARD        KPAD/◄►
```

Editing the Forwarding Feature

1. **Function 6 2 2 2 2 8 2** and **Yes**.

```
SETTING?             Y/◄►
PRINT LIST ◄/SEARCH ►
```

2. Press ► until the forwarding station number you wish to edit appears. Then press **Yes**.

```
FORWARD        KPAD/Y/N
2125551234
```

3. Either:
   - ❒ Erase this forwarding station's number and all RTIs/CSIs stored with it: Press **No**, then **Yes** to erase. Then press **Function**.

```
FORWARD              Y/N
SET RTI/CSI?
```

   - ❒ If you change the forwarding station's telephone number; Edit this forwarding station's telephone number and press **Yes**. Then go to step 4.

```
FORWARD        KPAD/Y/N
2125552234
```

   - ❒ If this forwarding station's telephone number is correct: **Yes**. Go to step 4.

```
FORWARD              Y/N
SET RTI/CSI?
```

4. Either:
   - ❒ If you change the RTI/CSI; **Yes** and go to step 5.
   - ❒ If you don't change the RTI/CSI; **No** and go to step 2 to edit another forwarding number. (If you finish editing, press Function)

```
RTI/CSI          ABC ◄►
```


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5. Either:
   - ❒ To add RTIs/CSIs to this number: Input an RTI/CSI and press **Yes**. Then go to step 7.

   ```
   RTI/CSI      ABC  Y/N
   XYZ COMPANY
   ```

   - ❒ To edit RTI's/CSI's allocated to this number: press ▶ until the RTI/CSI you wish to edit appears. Then press **Yes**. Go to step 6.

   ```
   RTI/CSI CHANGE? Y/◀▶
   XYZ COMPANY
   ```

6. Either:
   - ❒ Edit the RTI/CSI and press **Yes**. Then go to step 7.
   - ❒ To delete the RTI/CSI: **No** and **Yes**. Then go to step 5.

   ```
   RTI/CSI              Y/N
   STORE AS WILD CARD?
   ```

CAUTION: If you delete all the RTIs and CSIs for a forwarding station, you must also delete the forwarding station (see step 3). **If you do not do this, all incoming messages will be forwarded to that station.**

7. To store it as a wild card: **Yes**. Otherwise: **No**.

   ```
   FORWARD              Y/N
   SET RTI/CSI?
   ```

8. Either:
   - ❒ Edit or input another RTI/CSI for this forwarding station: Press **Yes** and Go to step 3.
   - ❒ To work on another forwarding station: press **No**. Go to step 2.
   - ❒ Finish: **Function**.

Note: If you switch the forwarding on and program no RTI/CSI, all incoming messages are forwarded.

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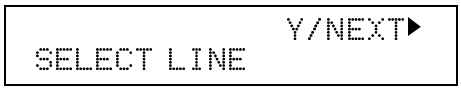
Switching Forwarding On/Off

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

After you switch Forwading on, ‹FORWARD› is displayed on the operation panel when the machine is in standby mode.

Note: Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.

1. **Function 6 2 2 2 2 6 2** and **Yes**.



2. Scroll through the list of features with ▶ until the screen is as shown as opposite.

3. **Yes**.

4. Change the on/off setting by pressing ◀ or ▶.
5. Finish: **Yes** and **Function**.

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Selecting which messages to forward

You have to select one of the following two things.
❒ Forward all incoming messages from specified senders.
or
❒ Forward all incoming messages except those from specified senders.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

3. Press ▶ until the settings for switch 08 are shown.
   The setting that you need to change is digit 7 (Double underlined).

4. Set as shown opposite.

   Press **7** of the ten key pad to change the setting of degit 7.

If you want to forward all incoming messages from special terminals.

SWITCH08 : 0100 0000

If you want to forward all incoming messages except those from special terminals.

SWITCH08 : 1100 0000

5. Finish: **Yes** and **Function**.

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Switching Local Printing On/Off

When you first switch Forwarding on, messages that your machine passes on are not printed by your machine. If you turn this function on however, they will be printed.

1. Press **Function** and **6 2 2 2 2 6 3** using the ten keypad, then press **Yes**.

```
SETTING?        Y/◄ ►
PRINT LIST ◄
```

2. Press **Yes**, then press ◄ and ► until the settings for Switch 11 are displayed. Change the setting of digit 6.

```
                KPAD/◄ ►
SWITCH 11: 0000 0000
```

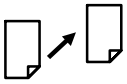
3. If you wish to change the setting, press 6 using the ten keypad.

```
SWITCH 11 : 0100 0000
```

Digit 6 (Double underlined)
0: Local Printing Off
1: Local Printing On

4. Finish: Press **Yes**, then press **Function**.

Enabling and Disabling the Forwarding Mark



The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, do the following procedure. (See page 184 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST◄
```

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.

```
              KPAD/Y/◄ ►
SWITCH 00 : 0000 0000
```

3. Press ► until the settings for switch 02 are shown.
   The setting that you need to change is digit 0.

```
SWITCH02 : 0000 0000
```

4. If you wish to change the setting, press **0** of the ten key pad.

Digit 0 (Double Underlined)
0: Forwarding Mark is Off
1: Forwarding Mark is On

5. Finish: **Yes** and **Function**.

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Specified Cassette Selection (Optional Lower Cassette Required)

Overview

This feature is only available if your machine has the Lower Cassette. Using this feature, you can select fax messages from certain senders to be printed from a specified cassette.

Example:
Put yellow paper in the specified cassette. Then, messages from the head office can be printed out on yellow paper; this will make it easy for you to see when a message from head office has arrived.

To direct messages from a particular sender to a special cassette:

❒ Specify the senders you want to print from the specified cassette (Function 62). Do by this by programming the RTI's or CSI's as Special Terminals. (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a JOURNAL, and read off the RTI/CSI.)
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes.
❒ Switch Specified Cassette Selection on. (Function 62)
❒ Select the specified cassette. (Function 38; Printer Interface Required)
❒ Select which messages to print using paper from the specfied cassette:
a) Only messages from special terminals.
b) All messages except those from Special Terminals.

Note: If one of the senders changes their RTI/CSI, you have to change the stored RTI/CSI also. Otherwise, messages from that sender will no longer be sent to the required cassette.

Cross-references:
RTI and CSI: see page 205.
Journal: see page 137.
Wild Cards: see page 102.

Note: ❒ Messages from senders that have RTI/CSIs that match those that were input using the above procedure will be printed using the specified paper cassette.
❒ First of all, you must programming Special Terminals for cassette selection. (Function 81)

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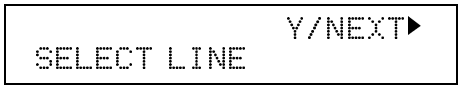
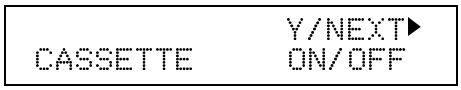
Switching Cassette Selection On or Off

Before you can print messages from specified cassette, you have to switch it on using Function 62.

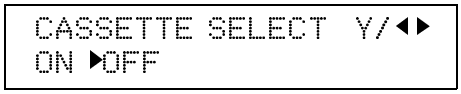
1. **Function 6 2 2 2 2 6 2** and **Yes**.



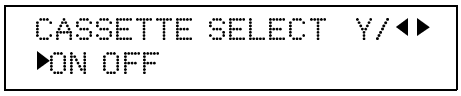
2. Scroll through the list of features with ▶ until the screen is as shown opposite.



3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.



5. Finish: **Yes** and **Function**.

Programming the Special Terminals for Cassette Selection

To program the list of senders, see "Entering a List of Senders to Treat Differently (Function 81, Special Terminals)" on page 113.

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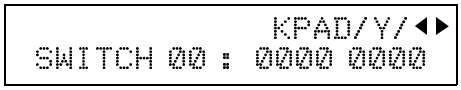
Choosing How to Treat the Special Terminals

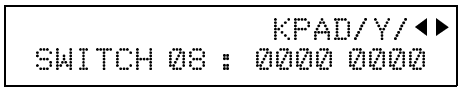
You have to select one of the following two things
❒ Only messages to print using paper from the specified cassette
or
❒ All messages except those from special teminals.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

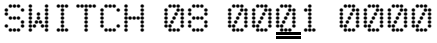
2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



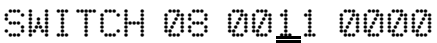
3. Press ▶ until the settings for switch 08 are shown.



   The settings that you need to change is digit 5 (Double underlined).
   Press **5** of the ten keypad to change the setting of digit 5.



When you want to print fax messages from special terminals using the main cassette.



When you want to print fax messages except those from special terminals using the main cassette.

4. Choose the setting you need (see opposite).

5. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Specified Cassette Seledction (Function 62)	Switch 08 Digit 5 (Function 63)	Result
Empty	On	Either	Print all incoming fax messages using specified cassette.
Empty/Not empty	Off	Either	Print all incoming fax messages using normally used cassette.
Not empty	On	Listed	Print Special Terminals'messages using the main cassette, but don't print any others with the cassette.
Not empty	On	non-Listed	Don't print Special Terminals' messages using the main cassette, but print all others with the cassette.

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Wild Cards

This feature greatly enhances the effectiveness of the following features:
- ❒ Authorized Reception
- ❒ Forwarding
- ❒ Memory Lock
- ❒ Multi Copy
- ❒ Specified Cassette Selection

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTI's for these features, you can program wild cards to greatly expand the number of terminals that you can specify.

Example: If you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

CAUTION: This feature cannot recognize spaces.
Example: If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

Cross-references: Authorized Reception: see page 89. Forwarding: see page 92.
RTI and CSI: see page 205.

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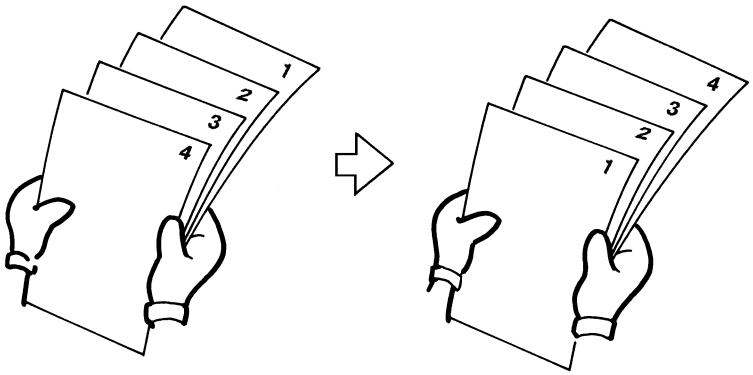
Reverse Order Printing



Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and more convenient for reading them.

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, do the following procedure. (See page 184 if you need more information about the User Parameter Settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

2. **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

```
              KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for switch 10 are shown.

```
              KPAD/Y/◀▶
SWITCH 10 : 0000 0000
```

4. The setting that you need to change is digit 0 (Double underlined).

```
SWITCH 10 : 0000 0001
```

Digit 0 (Double underlined)
0: This feature is Off.
1: This feature is On.

5. If you wish to change the setting, press **0** of the ten key pad.

6. Finish: **Yes** and **Function**

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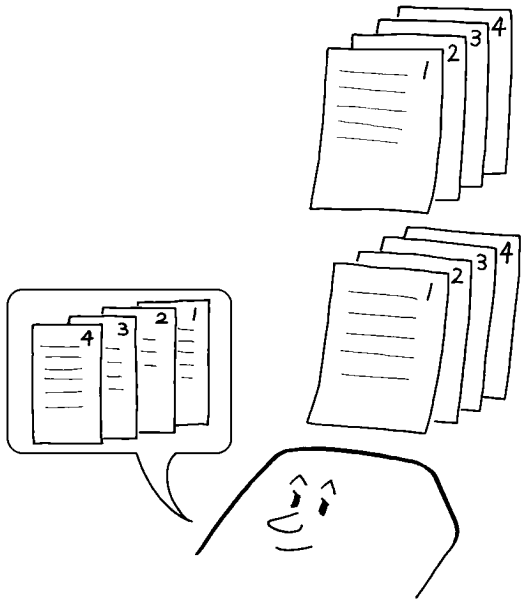
Multi-sort Document Reception

Using this feature, more than one copy of each incoming fax message can be printed. You may also choose to have more than one copy from only select senders. This feature eliminates the extra steps needed to have someone make photocopies.



For example, if you switch this feature on overnight, you will not have to make distribution copies of the messages that came in during the night. However, the paper in the cassette will be used up much faster.

To use Multi-sort Document Reception, you must first:

- ❒ Switch Multi-sort on (Function 62).
- ❒ Set the number of copies (Function 83).
- ❒ Switch Reverse Order Printing on (See page 103).
  If you wish to specify the senders whose messages are multi sorted.
- ❒ Specify the senders whose messages you want to make Multi-sort . Do this by programming the RTI or CSIof these senders (Function 81).
- ❒ Select the messages to Multi-sort copied (Function 63):
  a) All messages from Special Terminals.
  b) All messages except those from Special Teminals.

Cross-reference:
Reverse Order Printing: see page 103. Copying an Original: see page 136.

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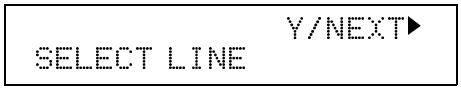
Switching Multi-sort Document On or Off

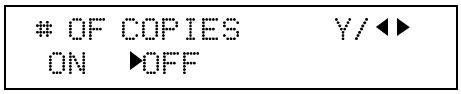
Before you can make multiple copies, you have to switch it on using Function 62

1. **Function 6 2 2 2 2 6 2** and **Yes**.

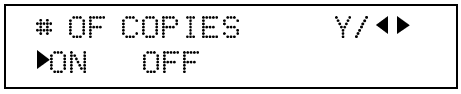


2. Scroll through the list of features with ▶ until the screen is as shown opposite.

3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.



5. Finish: **Yes** and **Function**

Setting the Number of Copies

1. **Function 6 2 2 2 2 8 3** and **Yes**.

2. Input the number of copies that you need, then press **Yes** .
   Copies of incoming faxes will be collated.

Note: Maximum number of copies: 9.
To use Multi-sort Document Reception, you must switch Reverse Order Printing on. see page 103 for how to do this.

3. **Function**.

Programming the Special Terminals to Make Multi-sort-copies

To program the list of senders, see "Entering a List of Senders to Treat Differently (Function 81 Special Terminals)" On page 113.

Choosing How to Treat the Special Terminals

You have to select one of the following two things
❒ Make multiple copies of messages from Special Terminals
or
❒ Make multiple copies of all messages except those from Special Terminals.

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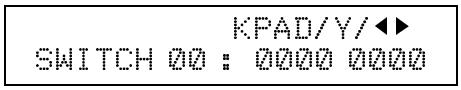
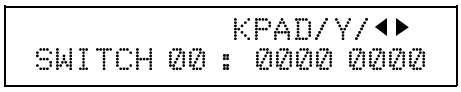
1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ► until the settings for switch 08 are shown.
   The setting that you need to change is digit 1 (Double underlined).
   Press **1** of the ten key pad to change the setting of digit 1.



4. Set as shown opposite.

SWITCH08 0000 0001

When you want to make multiple copies of all incoming messages from Special Terminals.

SWITCH 08 0000 0011

When you want to make multiple copies of all incoming messages except those from Special Terminals

5. Finish: **Yes** and **Function**.

List of Special Terminals (Function 81)	Multi-sort on/off (Function 62)	Swith 08 Digit 1 (Function 63)	Result
Empty	On	Either	All messages are Multi-sorted.
Empty/Not empty	Off	Either	No messages are Multi-sorted.
Not empty	On	Listed	Only messages from special terminals are Multi-sorted.
Not empty	On	non-Listed	All messages are Multi-sorted **except** those from Special Terminals.

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Printing a Center Mark

If you switch this feature on, a mark is printed halfway down each received page on the left hand side. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

The center mark is not printed when you use the machine for making copies.

To switch this feature on, do the following. (See page 184 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◄
PRINT LIST ◄
```

2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

```
              KPAD/Y/◄►
SWITCH 00 : 0000 0000
```

3. Press ► until the settings for switch 02 are shown.
   The setting that you need to change is digit 1 (Double underlined).

```
              KPAD/Y/◄►
SWITCH 02 : 0000 0000
```

SWITCH02 : 0000 0010

Digit 1(Double underlined)
0: The center mark will not be printed
1: The center mark will be printed

4. If you wish to change the setting, press **1** on the ten key pad.
5. Finish: **Yes** and **Function**.

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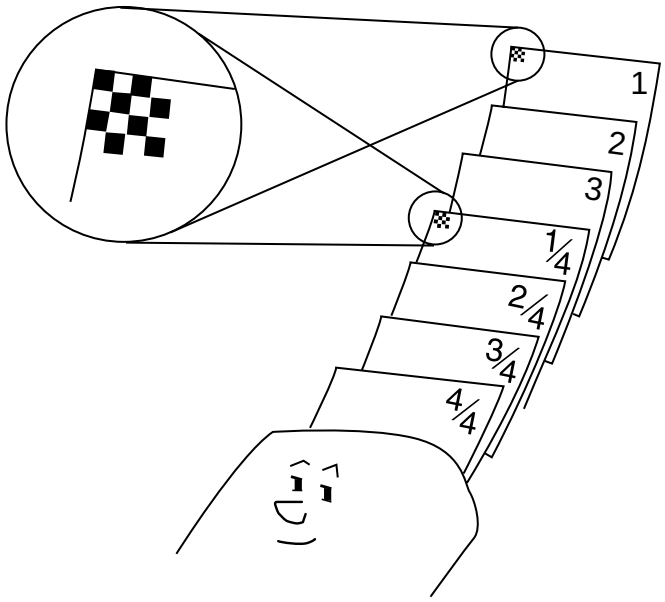
Checkered Mark



The machine prints a checkered mark in the top left corner of the first page of received messages. Using this mark, you can find the first page easily. This makes it easier for you to separate the messages that are lying in the copy tray.

To switch this feature on or off, do the following. (See page 184 if you need more information about the User Parameter Settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

```
SETTING?          Y/◀
PRINT LIST ◀
```

2. Press **Yes**. The settings for Switch 00 are now shown on the bottom line of the display.

```
              KPAD/Y/◀▶
SWITCH 00 : 0000 0000
```

3. Press ▶ until the settings for Switch 02 are shown.

```
              KPAD/Y/◀▶
SWITCH 02 : 0000 0000
```

   The setting that you need to change is digit 4 (Double underlined).

```
SWITCH02 : 0001 0000
```

   Digit 4 (Double underlined)
   0: The Checkered Mark will not be printed.
   1: The Checkered Mark will be printed.

4. If you wish to change the setting, press **4** on the ten keypad.

5. Finish: **Yes** and **Funciton**.

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Reception Time

When you receive a message, the time is printed at the bottom of the page. However, this is the time at the transmitting end or printing end. To check the local time, you have to print the Journal.

However, if you switch on Reception Time, the local time is also printed at the bottom of on each page that you receive. The time is taken from your machine's internal clock, and is the same as the time that will be printed on the Journal. Switch this feature on if you often receive fax messages from other countries.

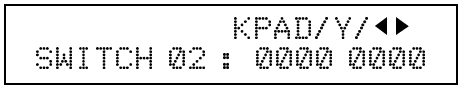
Cross-references:
Journal: see page 137. Date and Time: see page 204.

To switch this feature on, do the following. (See page 184 if you need more information about the User Parameter Settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.

3. Press ▶ until the settings for switch 02 are shown.



The setting that you need to change is digit 2 (Double underlined).

SWITCH02 : 0001 0100

Digit 2 (Double underlined)
0: The Reception Time will not be printed.
1: The Reception Time will be printed.

4. If you wish to change the setting, press **2** on the ten keypad.

5. Finish: **Yes** and **Funciton**.

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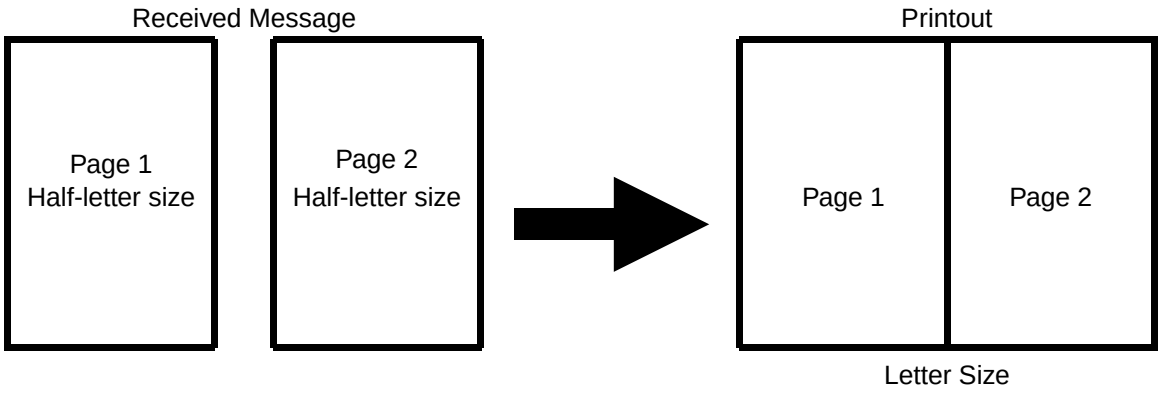
Two in One (Into 1)



This feature helps you conserve paper. If the size of the incoming page is half the size of the paper in the cassette, the machine will print out two pages on one sheet of paper.

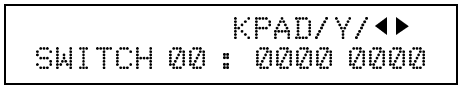
In the example shown above, somebody is sending your machine two sheets of half-letter sized paper and your machine is printing them out on one letter sized sheet.

Note: If the sender specifies different resolution, contrast or halftone settings for each page, these will not show up using this feature.

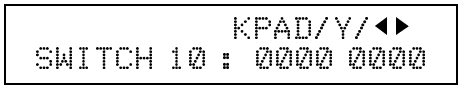
To switch this feature on, do the following. (see page 184 if you need more information about the User Parameter Settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. Press **Yes**. The settings for switch 00 are now shown on the bottom line of the display.



3. Press ► until the settings for switch 10 are shown.



The setting that you need to change is digit 1 (Double underlined).

Digit 1 (Double underlined)
0: Two in One is disabled.
1: Two in one is enabled.

4. If you wish to change the setting, press **1** on the ten keypad.

5. Finish: **Yes** and **Funciton**.

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Reducing the Page Length

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page, if the image length is within the following limits.

Paper size in the cassette	Maximum reducible incoming page length
Letter (11")	14.4"
Legal (14") (for option cassette)	15.7"

If the received image is longer than the above limits, there is no reduction and the image is split up and printed on two sheets of paper. Normally, the last 0.4 inch of the received image will be repeated at the beginning of the next page.

However, if you wish, the second page can continue from where the first page ended.

Contact your service representative if you require any adjustments to this feature.

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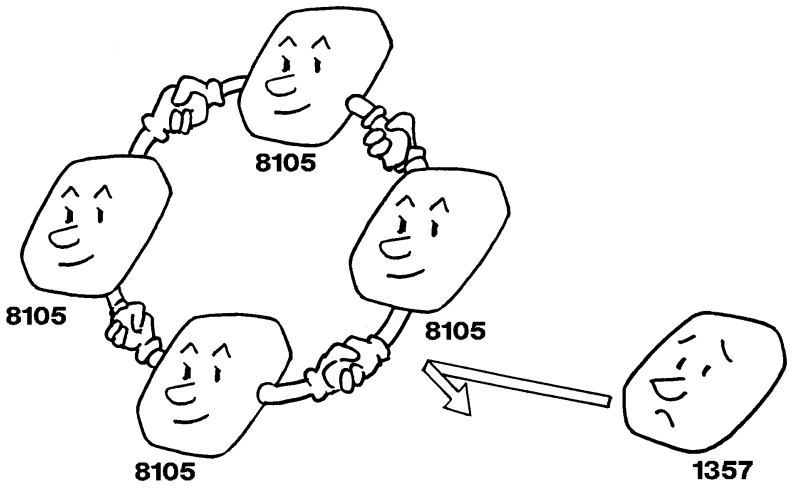
Closed Network (Reception)



This feature may help you to prevent reception of excessive junk fax mail.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

Note: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

If you are interested in this feature, contact your service representative.

Cross-references: ID Codes: see page 52.

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Entering a List of Senders to Treat Differently (Function 81: Special Terminals)

You can enter a list of up to 50 identifications (RTI,CSI and Wild Cards) for senders you wish to treat differently. For instance, for each identification in the list, you have the following options.

- ❒ Authorized Reception: You can accept their calls and reject all others (or vice-versa) with the Authorized Reception setting (See page 89).
- ❒ You can choose to make multiple copies of their messages (See page 104).
- ❒ Memory Lock: You can choose to lock their messages in memory (See page 84).
- ❒ Specified Cassette Selection: You can choose to print their messages from the specified cassette.

Programming the list of senders

1. **Function 6 2 2 2 2 8 1** and **Yes**.
   At this time, you can print a Programmed Special Numbers List by pressing ◀ and **Start**.

```
SETTING?          Y/◀
PRINT LIST◀/SEARCH ▶
```

2. **Yes**.

```
RTI/CSI     ABC   ◀▶
```

3. Enter RTI or CSI using the Quick Dial key and the ten key pad.
   Example: XYZ COMPANY

```
RTI/CSI      ABC   Y/N
XYZ COMPANY
```

? How to enter the characters, see page 182.

4. **Yes**.

```
RTI/CSI           Y/N
STORE AS WILD CARD?
```

5. Either:
   - ❒ Store this RTI as a wild card: **Yes**.
   - ❒ Otherwise: **No**.

```
SET AUTHORIZED   Y/◀▶
 ON  ▶OFF
```

6. Select whether you set this RTI/CSI as the special terminal for authorized reception using ◀ or ▶. (if yes: ON, if no: OFF)

```
SET AUTHORIZED   Y/◀▶
▶ON   OFF
```

7. **Yes**.

```
SET # OF COPIES  Y/◀▶
 ON   ▶OFF
```

8. Select whether you set this RTI/CSI as the special terminal for multi copy using ◀ or ▶. (if yes: ON, if no: OFF)

```
SET # OF COPIES  Y/◀▶
▶ON   OFF
```

9. **Yes**.

```
SET MEM. LOCK    Y/◀▶
 ON   ▶OFF
```


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10. Select whether you set this RTI/CSI as the special terminal for authorized reception using ◀ or ▶ (if yes: ON, if no: OFF).

```
SET MEM. LOCK    Y/◀▶
▶ON   OFF
```

11. **Yes**.

```
SET CASSE SLT    Y/◀▶
ON   ▶OFF
```

12. Select whether you set this RTI/CSI as the special terminal for specified Cassette Selection using ◀ or ▶ (if yes: ON, if no: OFF).

```
SET CASSE SLT    Y/◀▶
ON   ▶OFF
```

13. **Yes**.

```
RIT/CSI   ABC      ◀▶
```

14. Either:
    - ❒ To program another special terminal, go to step 3.
    - ❒ To finish, **Function**.

Editing the RTI/CSI for the Special Terminals

1. **Function 6 2 2 2 2 8 1** and **Yes**.

```
SETTING?          Y/◀▶
PRINT LIST ◀/SEARCH ▶
```

2. Press ▶ to scroll through the list. When RTI/CSI you want to change appears, press **Yes**.

```
RTI/CSI    ABC    ◀▶
XYZ COMPANY
```

3. Edit the RTI or CSI and press **Yes**.

```
RTI/CSI           Y/N
STORE AS WILD CARD?
```

? How to edit: see page 182.

4. Either:
    - ❒ Store this RTI as a wild card: **Yes**.
    - ❒ Otherwise: **No**.

```
SET AUTHORIZED   Y/◀▶
 ON  ▶OFF
```

5. Select whether you set this RTI/CSI as the special terminal for Authorized reception using ◀ or ▶ (if yes: ON, if no: OFF).

```
SET AUTHORIZED   Y/◀▶
▶ON   OFF
```

6. **Yes**.

```
SET # OF COPIES  Y/◀▶
 ON  ▶OFF
```

7. Select whether you set this RTI/CSI as a special terminal multi copy using ◀ or ▶ (if yes: ON, if no: OFF).

```
SET # OF COPIES  Y/◀▶
▶ON   OFF
```

8. **Yes**.

```
SET MEM. LOCK    Y/◀▶
 ON  ▶OFF
```


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9. Select whether you make this RTI/CSI as the Special Terminal for the Memory Lock using ◀ or ▶ (if yes: ON, if no: OFF).
10. **Yes**.

```
SET MEM. LOCK    Y/◀▶
▶ON   OFF
```

11. Select whether you set this RTI/CSI as the special terminal for specified Cassette Selection using ◀ or ▶ (if yes: ON, if no: OFF).

```
SET CASSE SLT  Y/◀▶
 ON  ▶OFF
```

12. **Yes**.

```
SET CASSE SLT  Y/◀▶
 ON  ▶OFF
```

```
RTI/CSI     ABC   ◀▶
```

13. Either:
    - ❒ To edit another special terminal, go to step 2.
    - ❒ To finish, **Function**.

Erasing the Special Terminal

1. **Function 6 2 2 2 2 8 1** and **Yes**.

```
SETTING?          Y/◀▶
PRINT LIST ◀ /SEARCH ▶
```

2. Press ▶ scroll the RTI/CSI. And the RTI/CSI you want to change appears, press **Yes**.

```
RTI/CSI     ABC   ◀▶
XYZ COMPANY■■■■■■■■
```

3. Press **No** and **Yes**.
4. **Function**.

Some features which are concerned with the Special Terminals (Authorized Reception, Multi-sort and Memory Lock) or Forwarding cannot be available for the same RTI/CSI. The following matrix indicates which feature is available for the same RTI/CSI.

	1	2	3	4
1. Authorized Reception		✔	✔	✔
2. Multi-sort	✔		▲	✔
3. Memory Lock	✔	◀		◀
4. Forwarding	✔	✔	▲	

✔: Both features are available

▲ ◀: Only the feature of arrow's direction is available.

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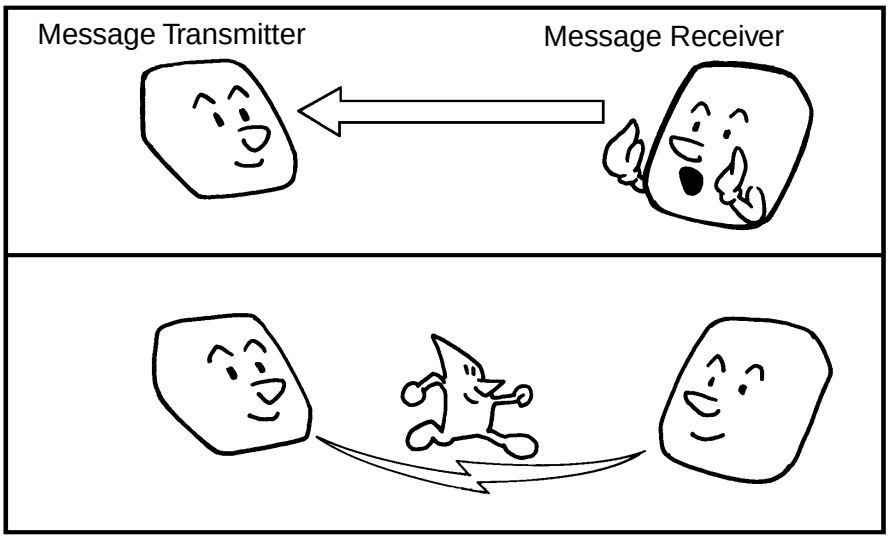
OTHER

Calling to Request a Message (Polling)

Overview

Polling means "picking up" a document that has been left for you at a remote fax terminal. You can also leave a document in your machine's memory for other machines to poll from you.



- ❒ With polling, telephone line costs are charged to the person receiving the message (the Message Receiver).
- ❒ Polling can only be used when both machines have the Polling feature.

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Leaving a Document to be Picked Up by Others (Polling Transmission)

Use Polling Transmission when you wish to leave a document in the memory for others to pick up.

You cannot specify the telephone number of the polling terminal (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

Free Polling: Anybody can poll the message from the polled machine's memory.

Secured Polling: The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

Stored ID Override: There are two ways to use this feature:

- ❒ If your ID Code is different from that of the other terminal, you can use the other terminal's ID Code just for this transmission (ask the other terminal's operator what their ID Code is). Your machine's stored ID Code will be ignored.
- ❒ For extra security, both parties can specify an ID Code just for this communication. The ID Codes of both machines will be ignored. All communicating parties need to coordinate their ID Codes in this case.

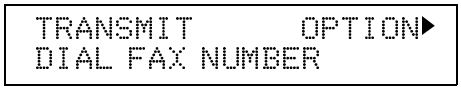
Only one document can be stored in the memory for Free Polling, and only one can be stored for Secured Polling. However, with Stored ID Override, you can store more than one file, but you must use a different ID for each file.

Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer.

Cross-reference: ID Code: see page 52.

Free Polling

1. Place your document in the feeder.



2. **Function 1 5** and **Yes**.

   See page 120 for the options that are available with Polling Transmission.

3. **Start**
   - ❒ Your fax message is stored and held on polling standby.

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Note: If you see ALREADY INPUT,you already have a message on Free Polling Standby.

❒ To clear the old message: Clear the old polling transmission file by Function 23 (See page 123). And start from the step 1 again.

Secured Polling

1. Place your document in the feeder.

```
TRANSMIT      OPTION ▶
DIAL FAX NUMBER
```

2. **Function 1 4** and **Yes**.

```
POLLING TRANS   OPT ▶
PUSH START
```

Note: If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 4 in "Stored ID Override" on the next page.

3. **Start**.

❒ Your fax message is stored and held on polling standby.

Note: If you see ALREADY INPUT you already have a message on Secured Polling Standby.

❒ To erase the old message: Clear the old polling transmission file by Function 23 (See page 123).

❒ To keep the old message: Input an ID code in the same way as for step 3 in "Stored ID Override" below.

Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

1. Place your document in the feeder.

```
TRANSMIT      OPTION ▶
DIAL FAX NUMBER
```

2. **Function 1 4** and **Yes**.

```
POLLING TRANS   OPT ▶
PUSH START
```

3. Press ▶ until the screen is as shown opposite.

```
SET OPTION        Y/▶
SET POLLING ID?
```

4. **Yes**.

```
SET OPTION        KPAD
ID:
```


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5. Enter the ID code that you wish to use for this message.
   Example: **2 5 6 7** from the ten key pad.

```
SET OPTION          Y/N
ID: 2567
```

   Note: If you see ALREADY INPUT you already have a message on Secured Polling standby.

   ❒ To erase the old message: Clear the old polling file by Function 23 (See page 123).
   ❒ To keep the old message, repeat from the step 3.

6. **Yes**.

```
POLLING TRANS   OPT ▶
PUSH START
```

7. **Start**.

   ❒ Your fax message is stored and held on polling standby.

Note: If you need to cancel a polling transmission operation, use Function 23 (see page 123).

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Options for Polling Transmission

When you store a document in memory for Polling Transmission, you also have the following options:

- ❒ Personal Code: This is the same as for normal transmission (see page 32).
- ❒ Page Count:This is the same as for normal transmission (see page 36).
- ❒ TTI On/Off: This is the same as for normal transmission (see page 37).
- ❒ Polling Standby Duration: There are two options.

  ONCE: The message will be automatically erased from memory after it has been polled once.
  KEEP: The message will be kept in memory until you erase it yourself using the user parameter of the Function 63. While the message is in the memory, it can be polled at any time by as many terminals that need it.

The options are only available if the OPT▶ can be seen in the top right corner of the display:

1. Press ▶.

```
SET OPTION          Y/▶
SET PERSONAL CODE?
```

2. Scroll through the options using the ▶ arrow on the scroll key, then **Yes**.
   Example: TTI on/off

```
SET OPTION          Y/▶
TTI PRINT?
```

   The list of available options is as follows:
   - ❒ Personal Code
   - ❒ Page Count
   - ❒ TTI

3. If you wish to switch on or off (TTI), use ◀ and ▶ of the scroll key until the displayed setting is correct.

4. Either
   - ❒ If you wish to switch other options (Personal Code or Page Count), press ▶ of the scroll key until the required option is shown. Then enter the personal code on page count.
   - ❒ Finish : **Yes** and **Function**.

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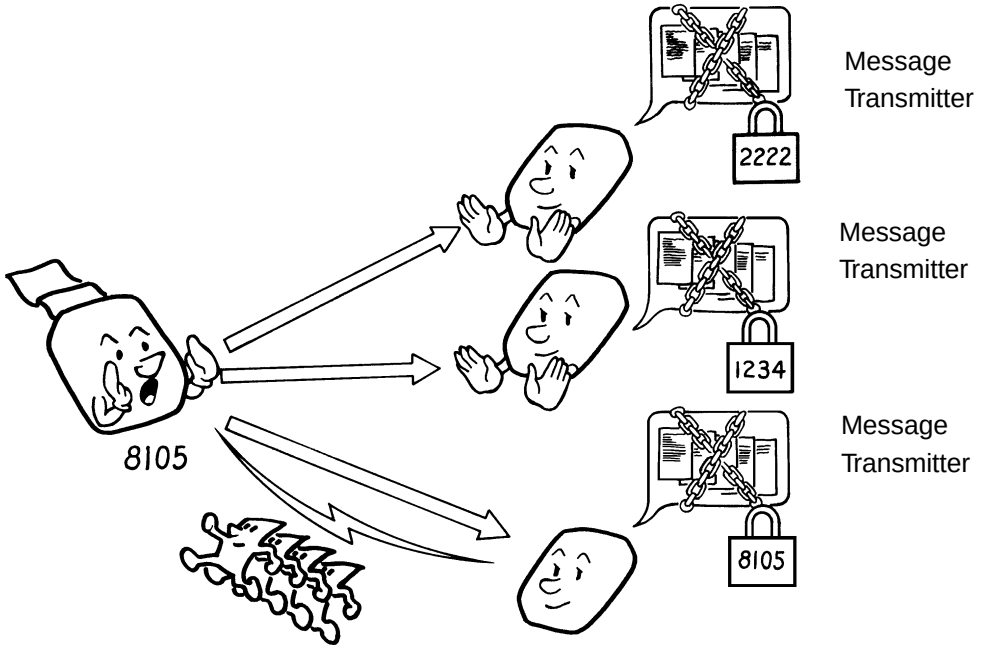
Picking Up Messages Stored Elsewhere (Polling Reception)



Use this feature when you wish to poll a message from another terminal.

You can poll documents from many terminals with only one operation (use Groups and Keystroke Programs to make the most out of this feature).

You have three options: Free Polling, Secured Polling, and Stored ID Override, as described for Polling Transmission (see page 117).

The maximum number of terminals that you can poll in one operation is 132.

Cross-references:	Groups: see page 210.
ID Code: see page 52.	Prgoramming Keystrokes: see page 55.

Operating Procedure

1. Function 1 1 and **Yes**.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

2. Dial number.

```
POLLING RECV Y/START
2125551234
```

3. **Yes**.
   If you want dial more number, go to step 2.
4. **Start**.

```
POLLING RECV D/START
DIAL NEXT FAX NUMBER
```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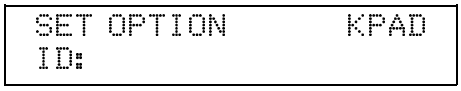
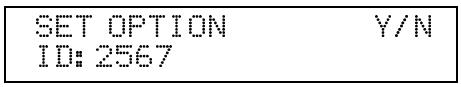
Stored ID Override Option

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

If OPTION ▶ is displayed:

1. Press ▶ until the screen is as shown opposite.
2. **Yes**.
3. Enter the password that you wish to use for this operation.
   Example: **2 5 6 7** from the ten key pad
4. **Yes**.
5. Dial and press **Start**.





? For how to use other options, such as Send Later for delayed polling, see page 120 and the pages following that.

Note: In theory, you can poll up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 221 for more information concerning the limitations to this feature.

Continuous Polling Reception

If you wish to poll a number of destination in a continuous cycle, switch this feature on. After the machine has polled all the specified destinations, it will start again from the first destination.

To switch on continuous polling reception, contact a service technician.

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File Management

Every time you store a fax message in your machine's memory, a new file is created. Each file is given a number. To see which files are currently in the memory, print a File List.

Note: A new file is created for each Polling Transmission, Substitute Reception, and Confidential Reception also.

Cross-reference: File List: see page 143.

Erasing a File from Memory

You can delete any of the memory files (except Confidential Reception files). This is useful if the memory is getting full and you need to make some space for an important job.

1. You can erase these kinds of file.

To Clear a:	Enter
❒ Fax message file (Memory Transmission):	**Function 2 1** and **Yes**
❒ Instruction file (Polling Reception):	**Function 2 2** and **Yes**
❒ Fax message file (Polling Transmission):	**Function 2 3** and **Yes**

(Example: Using Function 21)

2. Either:
   - ❒ Print a list of files: ◀ and Start
   - ❒ Erase files: go to step 3.

```
FILE NO.      KPAD/◀▶
PRINT LIST◀/SEARCH▶
```

3. Either:
   - ❒ Scroll through the files on the display: ◀ or ▶ until the required file appears. And **Yes**.
   - ❒ If you know the file number, input it directly:**0 0 2** and **Yes**.

```
FILE NO. 002        Y/N
CLEAR?
```

4. Either:
   - ❒ Erase the file: **Yes**. Go to step 5
   - ❒ Keep the file: **No**. Go to step 3.
5. Either:
   - ❒ Erase another file: **Yes** and go to step 3.
   - ❒ Finish: **Function**.

Note: You cannot erase files that were received using Confidential Reception.

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User Function Keys

There are two Function keys (F1 and F2) on the operation panel.

You can program each of these keys with a feature that you wish to use frequently.
❒ Store a User Function Code in the User Function Keys.

User Function Codes

You can program each of the User Function Keys with one of the following functions.

Code	Function	Code	Function
01	Journal	04	Dial Option
02	TTI ON	05	Batch Transmission
03	GROUP KEY	06	Forwarding

To store a User Function Code, do the following procedure.

1. **Function 3** and **6**
   ❒ At this time, you can print a User Function List if you press ▶ **Yes**.

2. Press one of the User Function Keys.
   Example : Press **F2** **Yes**.

   If this key is already used, the currently stored code is displayed. Either;
   ❒ Press **Yes** to keep it as it is.
   ❒ Press **No** to erase the old code.

3. Enter the two-digit code for the function that you wish to store.
   Example: Group Dial key, press **03**.

4. **Yes**.

5. **Function**.

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Using a Function Program

1. **F1**
2. Use the function as normal.

Deleting a Function Program

1. **Function 3 6**.

2. Press the key that you wish to erase.
   Example : **F2**

3. **Yes, No** and **Yes**.

Printing a File

If you need to see the contents of any of the files, use this feature.

1. You can print these kinds of file:
   - ❒ Fax message file (Memory Transmission): **Function 5 1** and **Yes**
   - ❒ Fax message file (Polling Transmission): **Function 5 2** and **Yes**

(Example: Using Function 51)

2. Either:
   Print a list of files: ◀ and **Start**.
   Print the contents of files: **Yes** and go to step 3.

3. Either:
   - ❒ Scroll through the files on the display: ◀ or ▶ until the required file appears, then **Yes**.
   - ❒ If you know the file number, input it directly:0 0 2 and **Yes**.

4. **Start**.

Note: This procedure does not work for Confidential Reception files.

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Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the print. This roller must already be hot when the paper passes under it. To maintain a temperature high enough to permit proper fusing, electricity is consumed. This facsimile is equipped with various energy saving modes to reduce the consumptions of electricity while the machine is waiting for a fax message.

Letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warmes up. (a few minutes later)

Letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

If your fax machine enters saving energy mode, the lamp and display on the control panel will turn off.

Though the setting is available, leaving the roller on at full heat brings you no advantage. We recommend you always use one of the two heat roller settings described above. The saving energy mode is related to the Night Timer. Refer to the section titled "Night Timer".

How to Start the Saving Energy Mode

Your machine will enter the saving energy mode under the following conditions.
- ❒ When you hold the **Energy Saver** key for a few seconds.
- ❒ Your machine is not used for 5 minutes.

If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the saving energy mode automatically, please contact your service representative.

How to Exit the Saving Energy Mode

Your machine exits from the energy saving mode.
- ❒ When you insert a document in the feeder.
- ❒ When pick up the handset if you have.
- ❒ When you hold the **Energy Saver** key for a few seconds.
- ❒ When a fax is received (If the night timer is on, the message will printed out after the night timer ends).
- ❒ When you press any key on the operation panel. (When the heater roller is cool halfway.)

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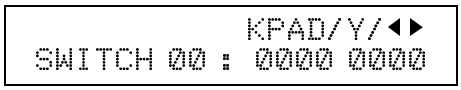
Which Saving Energy Mode is Best For You?

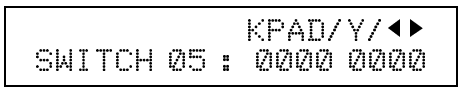
You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.
When you allow the roller to cool to room temperature, energy savings is at maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, energy savings will still be achieved and printing will occur more rapidly.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

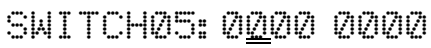
2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ► until the settings for switch 05 are shown.
   The setting that you need to change is Digit 6 (double underlined).

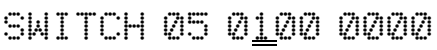


4. Set as shown opposite.
   To change digit 6, press **6**.



5. Finish: **Yes** and **Function**.

If you want to let the roller cool to room temperature.



If you want to let the roller cool halfway.

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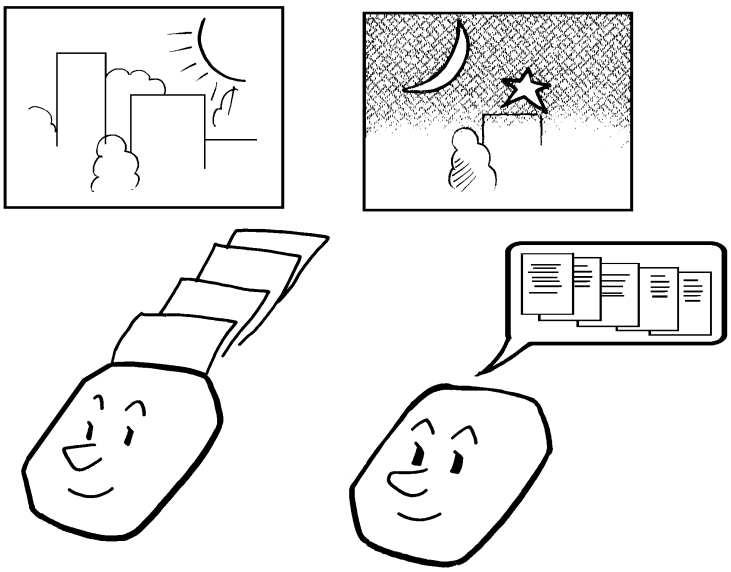
Night Timer

Overview

Laser printing requires the application of heat to bond toner to the printer paper. For incoming messages to be output quickly, a heating element inside the machine must be kept hot. This will affect your electricity bills.
The Night Timer feature lets you program timers to switch this heating element on and off. This will help you to reduce overnight electricity costs. The amount of savings is the same as the Energy Saving mode described on page 126. In addition, it also means that anyone wandering through the office after working hours will not be able to casually read your incoming fax messages, because incoming messages are not printed while the heating element is switched off.



- ❒ If a fax message comes in while the heating roller is switched off, the message is stored in the memory. When the heating element switches back on, the message is automatically printed.
- ❒ While the heating roller is disabled, all incoming calls are refused when the memory fills up.
- ❒ If you wish to print a received fax messages while the heating element is off, you can temporarily make the heating element switch on and print the message by pressing the Energy Saver key. The timer will activate again automatically a few minutes after you have printed your message.

As a typical example, you could program the heating roller to stay off at night and over the weekend. (You can program different settings for every day of the week.)

To use Night Timer, you must:
- ❒ Program the timers for each day of the week.
- ❒ Switch the Night Timer feature on.

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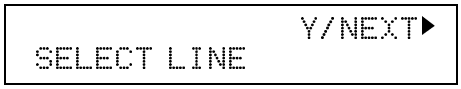
Switching the Night Timer On or Off

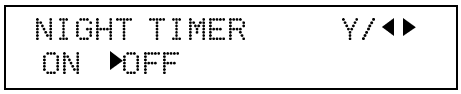
The night timer feature must be switched on using Function 62. If it is switched off, the heating elements will stay on all the time.

1. **Function 6 2 2 2 2 6 2** and **Yes**.

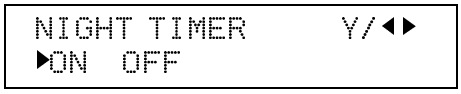


2. Scroll through the list of features with ◀ and ▶ until the screen is as shown opposite.

3. **Yes**.



4. Change the on/off setting by pressing ◀ or ▶.



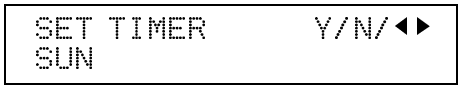
5. Finish: **Yes** and **Function**.

Programming Procedure

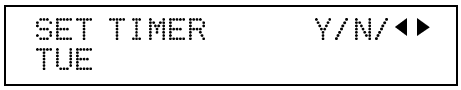
Example: For Tuesday, set the heating roller to switch on at 9 am and switch off at 6 pm.

1. **Function 6 2 2 2 2 7 1** and **Yes**.

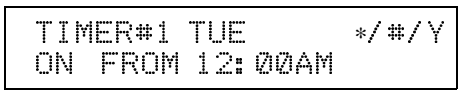
2. **Yes**.



3. Use the ◀ and ▶ keys to scroll through the days of the week.
   Example: Press ▶ twice to go to Tuesday.



4. **Yes**.



5. Program the first timer for Tuesday:
   - ❒ Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF means that the heater will switch off at the time indicated. To change the ON to OFF, or the other way round, press ∗ or **#.**
   - ❒ When the ON/OFF display is correct: Go to step 6.

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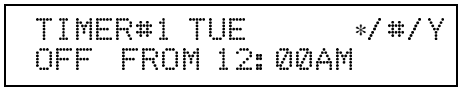
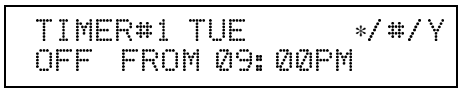
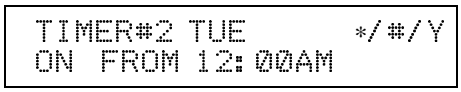
6. Press ▶ to move the cursor under the time.

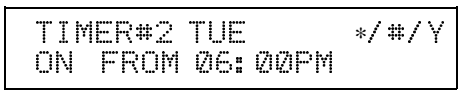


7. Input the time **0 9 0 0** from the ten key pad.
   To change AM to PM and the other way around, press # . And press **Yes**.



8. Repeat from the step 5 for the second timer. Press ▶ to move the cursor under the time.
   And input the time **0 6 0 0,** for example, from the ten key pad for the timer value .
   To change AM to PM and the other way around, press # . And press **Yes**.





KEEPING THE HEATER ON ALL DAY: Set both timers to ON = 12:00AM.
KEEPING THE HEATER OFF ALL DAY: Set both timers to OFF = 12:00AM.

9. Either:
   - ❒ Program the timer for another day: Go back to step 3.
   - ❒ Finish: **Yes** and **Function**.

Note: To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. Because of this, the Night timer does not give you complete security for received documents. For this type of security, use the Memory Lock feature; see page 84.

Temporarily Switching the Heating Roller On

During the Night Timer cycle that the heating roller is off, it may be switched back on:

- ❒ When you hold the **Energy Saver** key for a few seconds.
- ❒ When you insert a document in the feeder.
- ❒ When you pick up the handset, or press **On Hook Dial** key.

After you leave the machine alone for a while, the heating elements will turn back off. Note that if the automatic saver mode is disabled by a service technician, the night timer will not turn back on.

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Counters

These counters will help you if you wish to keep a regular check on how many pages your machine has sent, received, and copied.

The machine has the following software counters:

- ❒ **Tx (Transmit) Counter:** The number of pages that your machine has sent
- ❒ **Rx (Receive) Counter:** The number of pages that your machine has received
- ❒ **Scan Counter:** The number of pages that your machine has scanned (includes copy mode)
- ❒ **Print Counter:** The number of pages that your machine has printed (includes copies and printouts made when using other PC printer.

1. **Function 6 2 2 2 2 9 4** and **Yes**.

```
TX          :003256
RX          :002648
```

2. **Yes** to check the SCAN and PRINT counter.

```
SCAN      :003287
PRINT     :002703
```

3. Either
   - ❒ To finish, press **Yes** twice.
   - ❒ 1) If you have replaced the photoconductor before "REPLACE OPC" appears, then press **Yes** to reset the coumter.
   - ❒ 2) Press **Clear**.
   - ❒ 3) Press **Yes**.

```
                    Y/CLEAR
OPC
```

4. When you have to finisned: **Function**.

```
                    Y/CLEAR
CLEARED
```

In addition, a hardware counter option may be installed so that you may know the number of printouts at a glance.

- ❒ Mechanical counter (Option): Displays the number of pages that your machine has printed including copie, reports, lists and printouts made when using other PC printer option.
  It is located on the rear of the machine immediately behind the document tray.

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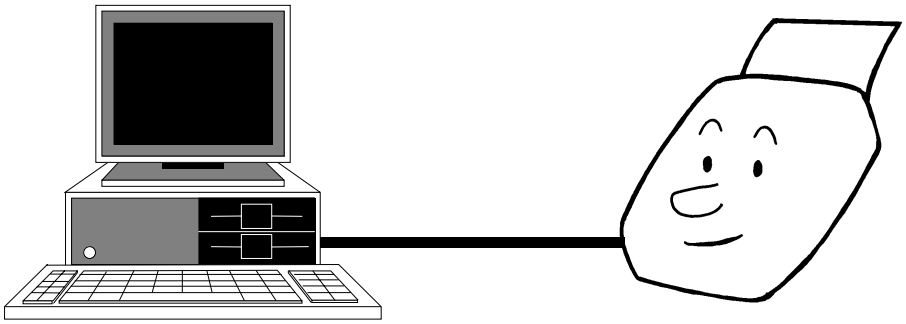
Entering PC Printer Mode (Printer Interface Required)



Using PC Printer Mode, you can connect your fax machine to an IBM or compatible personal computers and use it as a printer. Documents printed from your computer will be sent to your fax machine as text (ASCII characters) or graphics (vector or dot image), depending on the application that you are using. They will not be sent in the same way as fax messages, which are always dot images.

You must obtain the optional Printer Interface Type 200 before you can use PC Printer Mode. Then, you must do the following procedure if you wish to enter printer mode. For full details about the printer interface kit, see the operation manual for the printer interface kit.

1. **Function 3 7** and **Yes**.

```
PRINTER MODE
READY :P LJ4L
```

Selecting the Cassette (Optional Removable Cassette or Optional Lower Cassette repuired)

To select which cassette the machine will use for printout from your computer you must select main cassette or optional cassette using the printer driver first. Next you must select which optional cassette using the following procedure.

1. **Function 3 8** end **Yes**.

```
CASSETTI SELECT Y/◀▶
CST 2        ▶OPEN CST
```

2. Select the appropriate cassette using ◀ or ▶.

```
CASSETTI SELECT Y/◀▶
CST 2         OPEN CST
```

   CST 2: Optional Paper Feed
   OPEN CST : Optional Removable Cassette
3. **Yes**, then **Function**.

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Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features (such as Confidential Transmission), dial the number, and press Start. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the Journal).

The following table shows which features can operate simultaneously on your machine.

	Job that you wish to carry out at the same time								
Job Currently in Progress	**1.**	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**	**8.**	**9.**
1. Storing to Memory		✔	✘	✔	✘	✔	✔	✔	✘
2. Printing from Memory	✔		✘	✘	✘	✘	✘	✘	✘
3. Copying	✘	✘		✘	✘	✔	✘	✔	✘
4. Printing an Automatic Report	✔	✘	✘		✘	✘	✘	✘	✘
5. Immediate Transmission	✘	✘	✘	✘		✘	✘	✘	✘
6. Memory Transmission	✔	✘	✔	✘	✘		✘	✘	✘
7. Receiving and Printing a Fax	✔	✘	✘	✘	✘	✘		✘	✘
8. Receiving a Fax to Memory	✔	✘	✔	✘	✘	✘	✘		✘
9. Printing a Fax Message or a Report Manually	✘	✘	✘	✘	✘	✘	✘	✘	

✔: Possible, ✘: Impossible

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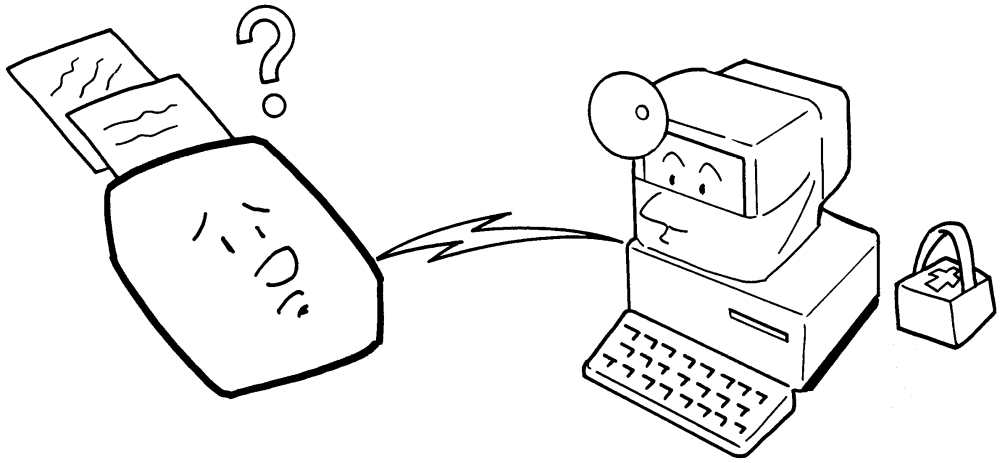
RDS (Remote Diagnostic System)

Overview



If your machine has a problem, a service technician can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS to change some of your machine's settings if you request it.

For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

Switching RDS On/Off

Before your machine can accept incoming calls from an RDS, you have to switch RDS on using Function 62. If it is switched off, the machine will not accept treatment from an RDS.

1. **Function 6 2 2 2 2 6 2** and **Yes**.

```
                    Y/NEXT▶
SELECT LINE
```

2. Scroll through the list of features with ◀ and ▶ until the screen is as shown opposite.

```
                    Y/NEXT▶
RDS ON/OFF
```

3. **Yes**.

```
RDS                 Y/◀▶
 ON   ▶OFF
```

4. Change the on/off setting by pressing ◀ or ▶.
5. Finish: **Yes** and **Function**.

Note: RDS is automatically switched off 24 hours after you switch it on.

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AI Short Protocol

This feature employs Artificial Intelligence (AI) to learn the communication characteristics of the machines programmed as Speed Dials or Quick Dials. AI Short Protocol helps you to reduce communication costs between machines produced by the same manufacturer. AI Short Protocol only works if you dial using Quick Dial, Speed Dial, or Redial; also, the machine at the other end must have the AI Short Protocol feature.

When you send a fax message, the two machines carry out a handshaking procedure, during which they establish the best way to communicate with each other. Using AI Short Protocol, this handshaking procedure only takes place in full the first time you dial a particular number. Your machine remembers the optimum communication parameters for calling that number. The next time you dial that number, the machine will remember these parameters and the preliminary handshaking will be significantly reduced, saving communication costs.

Cross-references: Quick Dial and Speed Dial: see page 209.

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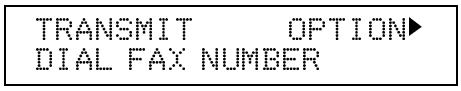
Copying

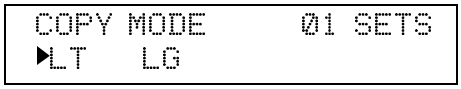
If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the Copy key.

Copying an original is a good way to test contrast and resolution before sending a document, if you are not sure that the settings that you have chosen are appropriate. The copy made by your printer shows you how the message would look when received at the other end. If it does not look good, change the settings and try again.

1. Place your original in the feeder.

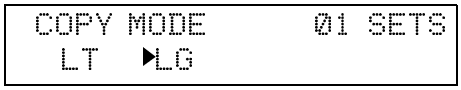


2. Press **Copy**.

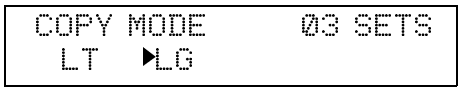


Note: To cancel copy mode, press Copy again.

3. If you have the optional cassette, you can select the paper size by pressing ▶.
   LT= Letter LG= Legal
   The opposite display shows that you select the Legal size.



4. Input the number of copies that you need.
   Example: 3 copies, press **3** of the ten key pad.



5. **Start**.

Cross-references: Contrast, Resolution, and Halftone: see page 26.

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AUTOMATICALLY PRINTED REPORTS

The following reports are automatically printed out at the appropriate time.

Journal

Journal gives detail on each communication made by your terminal. It is automatically output after a certain number of communications.

Transmission Result Report

This report is printed out after immediate transmission. It shows whether each transmission was successful or not.

Error Report

This report is printed after each unsuccessful communication (compare with the Communication Failure Report below, which is printed after an operation has been completed). So while doing a broadcast, the machine may print a number of error reports, and at the end, it prints a Communication Failure Report (or Transmission Result Report if it is switched on).

Check the report and retransmit any pages that were not sent. Keep any error reports that are printed, as they may be useful for a service technician if a particular problem continues or gets worse.

Communication Failure Report

This report is printed after executing an operation, whether it be a single transmission or a broadcast from memory, if a transmission failure occurred during that operation. It is only printed if the Communication Result Report is switched off.

File Reserve Report

If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission or Polling Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

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Power Failure Report

This report is printed if the machine's power was off for long enough to erase the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

Transfer Result Report

After the end of a transfer request, the transfer broadcasting station sends you this report. The report lists the telephone numbers of the broadcasting stations and the end receivers, and indicates whether each transmission was successful or not. With this information, you may retransmit any pages that were not sent, either directly, or using another transfer request operation.

Polling Reserve Report

If you switch this report on, it is printed automatically after you program the machine for polling reception (immediate or send later). It gives the file number, time of polling, and destinations (including any Group numbers that you selected).

Polling Result Report

This report is printed after your machine polls a message from another machine.

Polling Clear Report

This report is printed after a polling file has been erased from memory.

Confidential File Report

This report informs you when a confidential message has been received.
If the sender of the message used Confidential ID Override, and specified an ID that is the same as one of the Confidential IDs stored with a Personal Code in your machine, the name stored with that Personal Code will be printed on the Confidential File Report.

Communication Result Report

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed when a communication fails.

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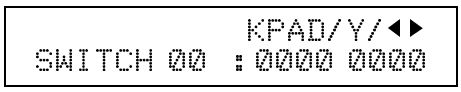
Switching Reports On/Off

Some of these reports can be switched on or off.

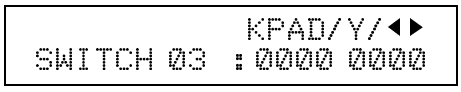
To switch a report on or off, do the following. (See page 184 if you need more information about the User Parameter Settings adjustment procedure).

1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. **Yes**.
   The settings for switch 0 are now shown on the bottom line of the display.



3. Press ▶ until the settings for switch 03 are shown.
   Each digit from 0 to 7 controls one of the reports (except digit 1) as follows.



SWITCH03 :0000 0000
Digit 7 6 5 4 3 2 10

Digit	Purpose		
0	Transmission Result Report (memory transmission)	0: Off 1: On	Default Setting: On
1	Do not change this setting.		
2	File Reserve Report	0: Off 1: On	Default Setting: Off
3	Polling Reserve Report	0: Off 1: On	Default Setting: Off
4	Polling Result Report (polling reception)	0: Off 1: On	Default Setting: On
5	Transmission Result Report (immediate transmission)	0: Off 1: On	Default Setting: On
6	Polling Clear Report	0: Off 1: On	Default Setting: On
7	JOURNAL	0: Off 1: On	Default Setting: On

4. If you wish to change a setting, press the appropriate key on the keypad. For example, to change digit 2, press **2** of the ten key pad.

5. Finish: **Yes** and **Function**.

Note: To switch the Confidential File Report on or off, use Function 63 (see page 83).
To switch the Error Report on or off, contact a service technician.

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Printing a Sample of Data on the Reports

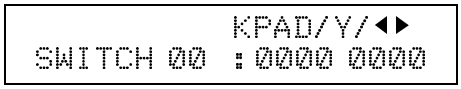
For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- ❒ Communication Result Report
- ❒ File Reserve Report
- ❒ Polling Clear Report
- ❒ Communication Failure Report
- ❒ Transfer Result Report
- ❒ Polling Confirmation List

The procedure to switch this feature on or off is as follows. (See page 184 if you need more information about the User Parameter Settings adjustment procedure).

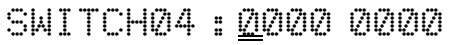
1. **Function 6 2 2 2 2 6 3** and **Yes**.

2. **Yes**.
   The settings for switch 00 are now shown on the bottom line of the display.



3. Press ► until the settings for switch 04 are shown.
   The setting you need to use is digit 7.

4. If you wish to change the setting, press **7** of the ten key pad.



Digit 7 (Double underlined)
0: This feature is off
1: This feature is on

5. Finish: **Yes** and **Function**.

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Report Formats

Example 1. Error Report

The following report means that the machine sent four pages but there were errors during the first two pages.

```
                *** ERROR REPORT (APR 28 1997 12:09PM) ***

                                                    TTI      XYZ COMPANY
 FILE  PERS. NAME   ADDRESS              MODE       TIME     PAGE  RESULT
-------------------------------------------------------------------------
  87   JOHNSON      XYZ CO. NEW YORK     TES        0'29"    P. 4    E

                      PAGE NOT SENT
                        P. 1
                        P. 2
```

Personal Code of the Sender

Example 2. JOURNAL

```
                    *** JOURNAL (APR 28 1995 11:40AM) ***

                                                  TTI   XYZ COMPANY
 <TX>
 DATE    TIME    ADDRESS      MODE   TIME    PAGE RESULT  PERS. NAME   FILE
-------------------------------------------------------------------------
Apr 28 9:48AM  XYZ NEW YORK TES   1'11"   P. 5   OK    YAMAMOTO      005
       9:54AM  XYZ LONDON   TES   0'27"   P. 1   OK    FENSTERWALD   007
       9:56AM  2125551234   TES   0'28"   P. 1   OK    MCTAGGART     009
      10:01AM  XYZ BERLIN   TES   0'24"   P. 1   OK    JONES         010


 <RX>
 DATE    TIME    ADDRESS      MODE   TIME    PAGE RESULT  PERS. NAME   FILE
-------------------------------------------------------------------------
Apr 28 9:51AM  DR J ALVAREZ RS    0'24"   P. 1   OK                 006
       9:58AM  2015551234   RES   0"27"   P. 1   OK                 008
      10:56AM  XYZ PARIS    RES   0'28"   P. 1   OK                 011
      11:01AM  M. JONES     RES   0"24"   P. 1   OK                 012
```


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The following pages explain the symbols that appear in certain columns of the reports.

The Mode Column
See the bottom of the JOURNAL for a full listening of the symbols that are used on the JOURNAL.

The Results Column
OK: Successful Communication
E: An error occurred

The Footnote on the JOURNAL
TX counter: Total number of transmitted pages
RX counter: Total number of received pages

Counters listed on the User Parameter List
SCN: Total number of pages scanned
PRN: Total number of pages printed

Transmission Result Report (Memory Transmission)
In the Result column, some reports may have an "E" followed by a code, and there may be a message printed at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below.

CODE	MESSAGE	EXPLANATION
1	HANG UP OR LINE FAIL	The other party either a) hung up, b) had no message on polling standby, c) cannot do confidential reception or transfer request, or d) had an ID Code that did not match the one in your machine. Alternatively, there could have been a problem with the telephone line.
2	BUSY	The machine at the other end was busy.
3	NO ANSWER	The line is dead (no dial tone was detected).
4	NO FACSIMILE CONNECTION	The machine at the other is not a facsimile.

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User-Initiated Reports

These reports can be printed at any time by executing a procedure on the operation panel.

Descriptions of Available Reports

JOURNAL

In addition to the automatic output of this report, you can print the JOURNAL at any time.

1. Press **Function 4 1** and **Yes**
2. **Start**.

File List

This is a list of memory transmission, memory reception, and polling files still in the memory. It gives information about each stored operation, such as the fax numbers, start time, status, and type of operation.

1. Press **Function 4 2** and **Yes**.
2. **Start**.

Telephone Number List

Quick Dial/User Function List: This is a list of the telephone numbers and other items that you have stored in the machine's Quick Dial Keys and User Function keys.

Speed Dial List: This is a list of the telephone numbers that you have stored as Speed Dial Codes.

Group List: This is a list of all the groups that you have programmed, and the telephone numbers in these groups.

1. Press **Function 4 3** and **Yes**.
   To print all three lists, press **Start**.

2. **No**.

3. To print the Quick Dial List, press **Yes**.
   ❒ **No** if you do not want this list.

4. **Start**.

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Program List

This gives details on the Keystroke Programs that you have stored in the machine.

1. Press **Function 4 4** and **Yes**.
2. **Start**

Personal Code List

This is a list of the Personal Codes that you have stored, along with the names and Confidential IDs.

1. Press **Function 6 2 2 2 2 7 2** and **Yes**.
2. ◄ and **Start**.

Programmed Special Numbers List (Special Terminals)

This is a list of all terminal names that you have specified for Authorized Reception, Memory Lock and Multi-Sort. It includes Wild Cards.

1. Press **Function 6 2 2 2 2 8 1** and **Yes**.
2. ◄ and **Start**.

Programmed Special Numbers List (Forwarding)

This list shows details of how you have programmed the Forwarding feature. It also includes the Wild Cards.

1. Press **Function 6 2 2 2 2 8 2** and **Yes**.
2. ◄ and **Start**.

User Parameter List

This shows the current settings of the User Parameters.

1. Press **Function 6 2 2 2 2 6 3** and **Yes**.
2. ◄ and **Start**.

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Quick Key Label List

Follow these steps to print out a label with the destination names/function names currently stored in Quick Dials and User Function keys. Stick the label on the operation panel for quick and easy reference.

1. Press **Function 3 1** and **Yes**.
2. ◀ and **Start**.

Note: Remove the transparent sheet from the operation panel. Then stick the Quick Label on to the upper part of the Quick Dial keys and replace the transparent sheet back over the Quick Key Label.

Cross-references:

Immediate Transmission: see page 17.
Memory Transmission: see page 18.
Sending Confidential Messages: see page 60.
Receiving Confidential Messages: see page 80.
Keystroke Programs: see page 55.
Personal Codes: see page 66.
Forwarding: see page 92.
Quick Dial: see page 209.
Transfer Request: see page 50.
Calling to Request a Message: see page 116.
Groups: see page 210.
Speed Dial: see page 209.
Authorized Reception: see page 89.
User Parameters: see page 184.

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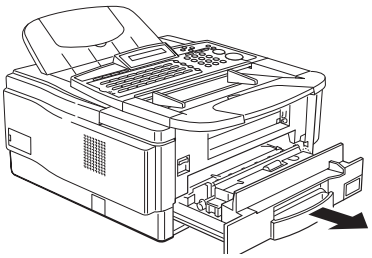
REPLACING PAPER

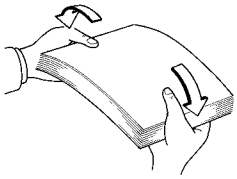
❒ When the Add Paper indicator ( ) on the operation panel is lit, the cassette is empty.

1. Slide the cassette all the way out, and place it on a large flat surface.

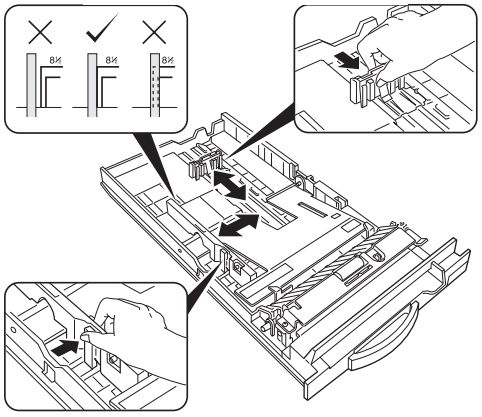


CAUTION:
To avoid dropping the cassette, hold it by the front and side while pulling it out.

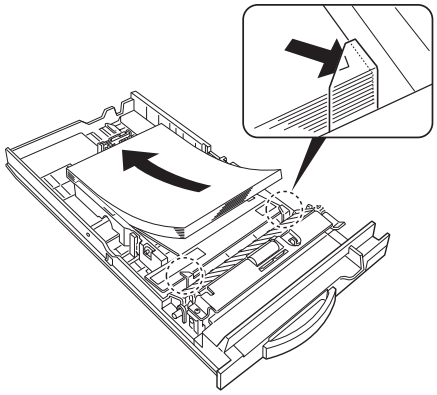
2. Bend the new stack of paper a few times.



3. Push down the metal plate on the base of the cassette until it clicks.
   Make sure the positions of the two side fences match the paper size by checking them against the scale printed on the bottom of the paper cassette.
   The fences should be aligned so that the inside edge of each fence is just touching the line of the scale.
   To move a fence, pinch the top lever in and slide the fence in or out as shown.
   Adjust the position of the two side fences to match the paper size.



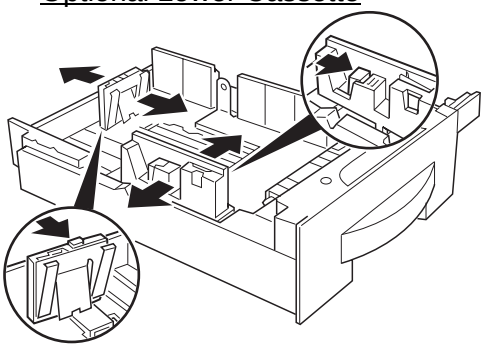
4. Place the paper into the cassette in the direction shown opposite, making sure it fits under the metal corners at the front.
   If there is space between the paper and a fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



Note: If you have the optional cassette and change the paper size, adjust the position of the two side fences to the size of the paper.
Then set the appropreate size plate at the front of the optional cassette (See page 197).

❒ Make sure that the paper fits the corners.

Optional Lower Cassette



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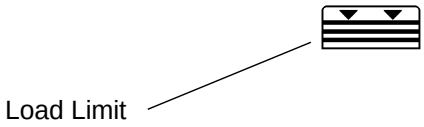
❒ Do not fill up the cassette past the load limit marker.

5. Replace the cassette carefully.

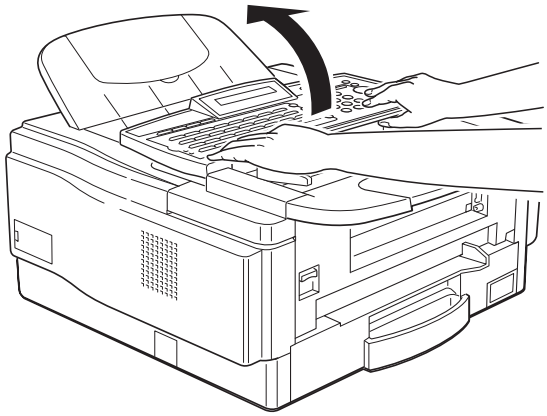


REPLACING TONER CASSETTE AND CLEANING PAD

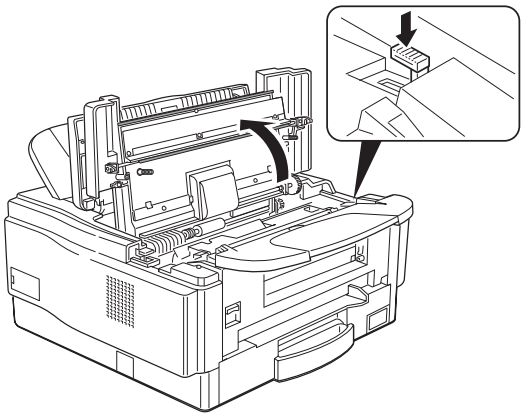
❒ When the Add Toner indicator ( ) starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change the toner cassette.
❒ When the Add Toner indicator ( ) remains lit, it is time to install a new toner cassette.

Replacement Procedure

1. Open the scanner.



2. Open the upper cover (Push the button of the right side).



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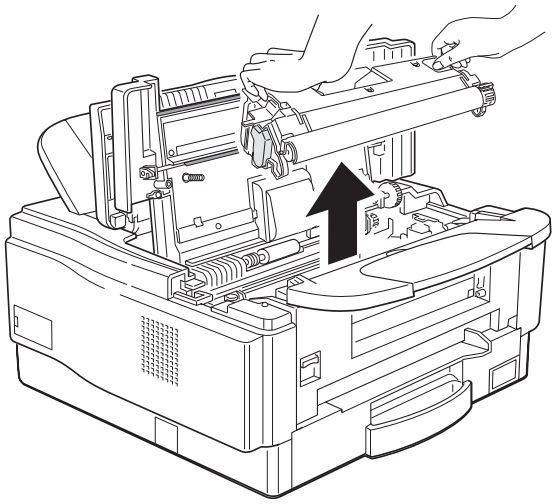
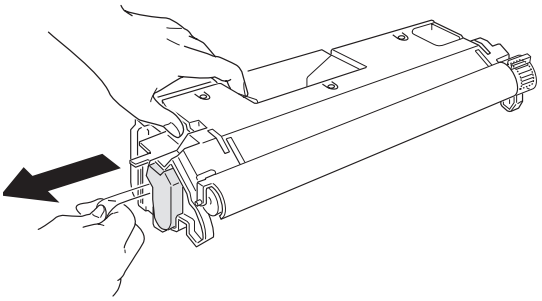
3. Slide out the old toner cassette.

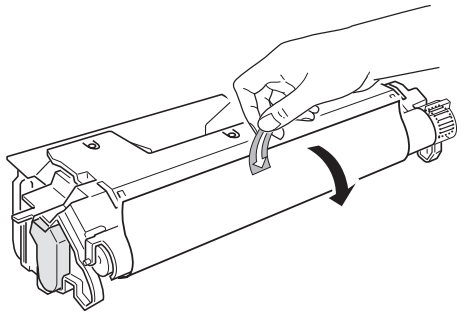
   Note: Hold the cassette as the way shown in the illustration. Do not shake the cassette, or toner may spill out.



WARNING:
Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.

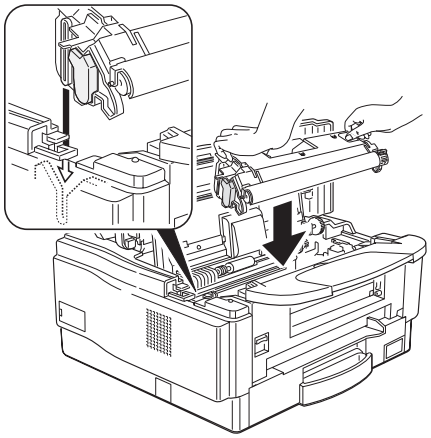
4. Shake the touer cassette then pull out the transparent sheet from the side of the new cassette, as shown. Then, remove the black sheet from the front of the cassette.





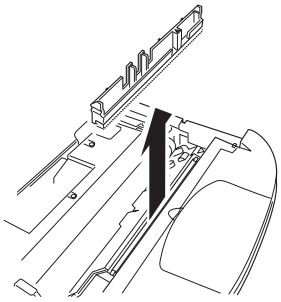
5. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.

CAUTION:
Hold the cassette as shown in the illustration.
Never touch the photoconductor inside the machine (Green drum).



6. Remove the old cleaning pad.

   Note: The cleaning pad may be very hot. Be carefully when handling it.



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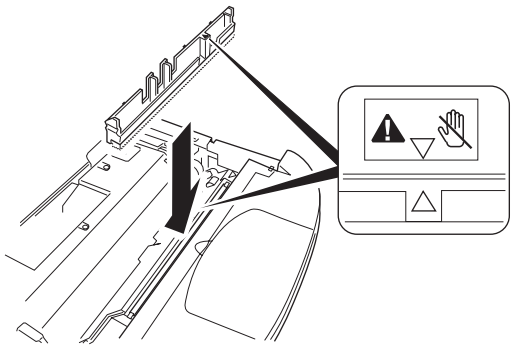
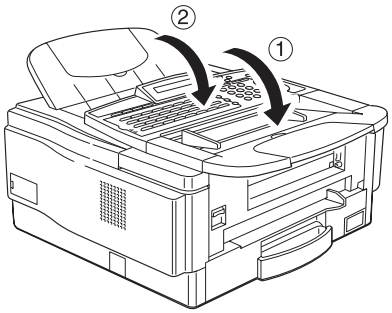
7. Install the new cleaning pad.
   Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.



   Note: Push the cleaning pad until you hear it clicking.

   Important: Do not forget to install the cleaning pad. If not installed correctly, damage may be caused to the machine.

8. Close the upper cover and lower the operation panel until it clicks.



   Note: If the upper cover does not close, the toner cassette or cleaning pad is not correctly installed.

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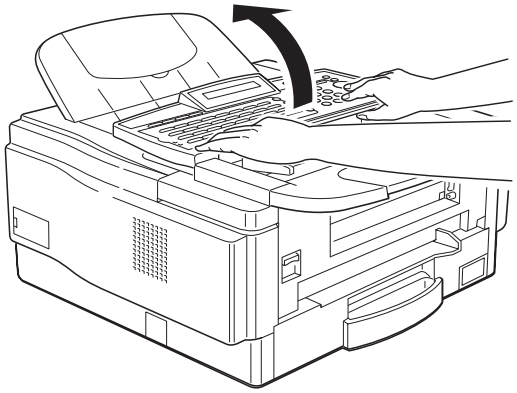
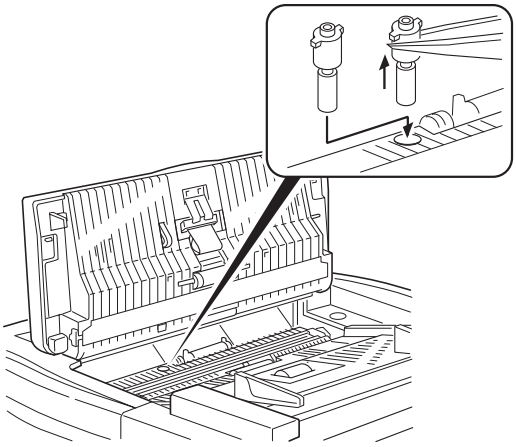
REPLACING THE STAMP

When the mark made by the verification stamp becomes pale, replace the stamp as described below.

1. Pull up the scanner.



2. Replace the stamp.
   If tweezers are not available, you may press the point of a pencil down vertically into the stamp and remove it by lifting straight up.



3. Close the operation panel.

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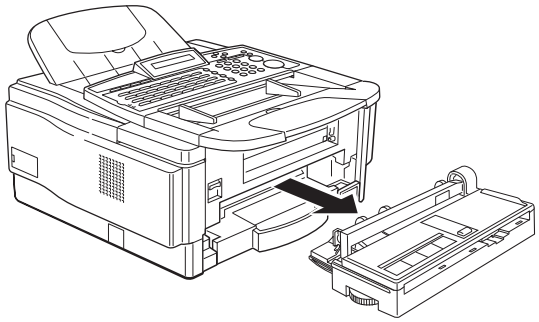
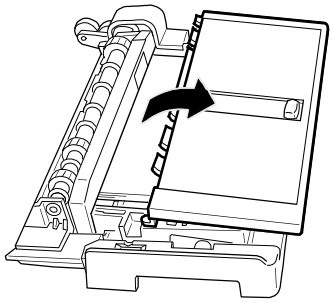
CHANGING THE PAPER SIZE (OPTIONAL CASSETTE)

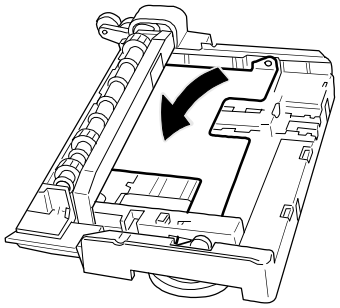
1. Pull out the removable cassette.



2. Remove the cover of the cassette.



3. Push the paper until it clicks.



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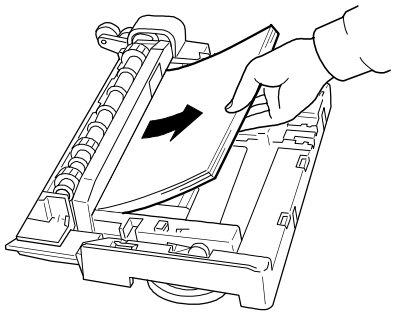
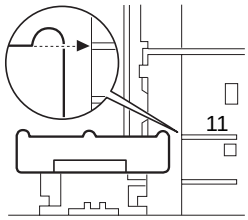
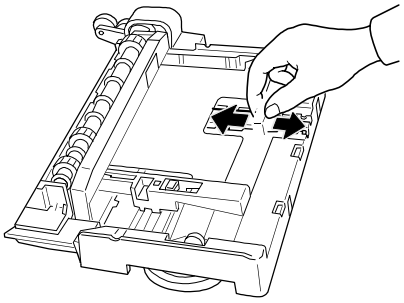
4. Remove the paper.

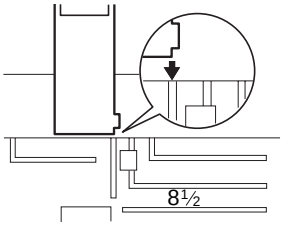


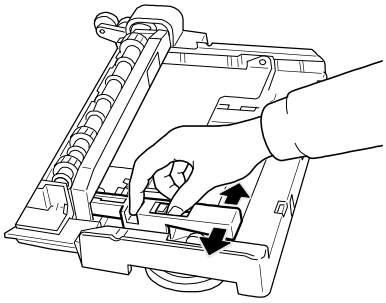
5. Adjust the position of the back fence.



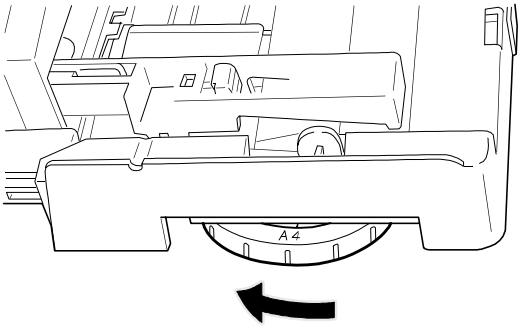


6. Adjust the position of the side fence.





7. Rotate the dial until the appropriate size appears.



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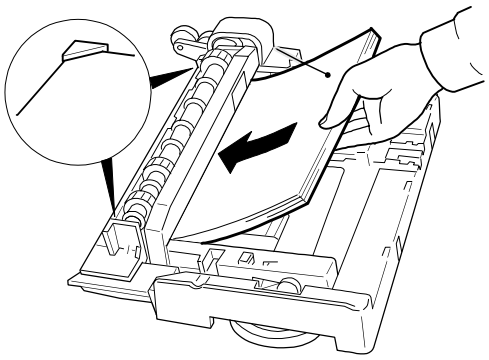
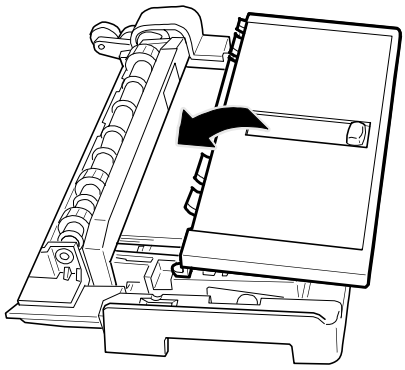
8. Set the paper under the corners.



9. Set the cover of the removable cassette.



10. Install the removable cassette.

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USER MAINTENANCE PROCEDURES

To ensure that your fax continues to operate properly, some simple maintenance is required. This entails cleaning and replacing a few components. Cleaning should be done once every 6 months. Replacements should be done after a specified number of scannings or printings.

Cleaning Reference Table

The following table shows what items you need to look after from time to time. Letters after component names in the Item column refer to the labels used in the diagrams on the following pages.

Area	Item	What to Use	Possible Problems if Not Maintained
Scanner	Separation Roller [A]	Soft damp cloth	Document non-feed or multifeed
	Pick-up Roller [F]	Soft damp cloth	Document non-feed or jam
	Feed Roller [F]	Soft damp cloth	
	White Strip [B]	Soft damp cloth	Poor copy quality (dirty background on copies and transmitted faxes)
	R1 Roller [D]	Soft damp cloth	Document skew, or dirt on the document
	R2 Roller [D]	Soft damp cloth	
	Exposure Glass [E]	Soft damp cloth	Vertical black lines on copies and transmitted faxes

CAUTION: A soft damp cloth is needed. The cloth must be wrung out tightly before use. Use water only. Do not use a detergent or a solvent such as alcohol.

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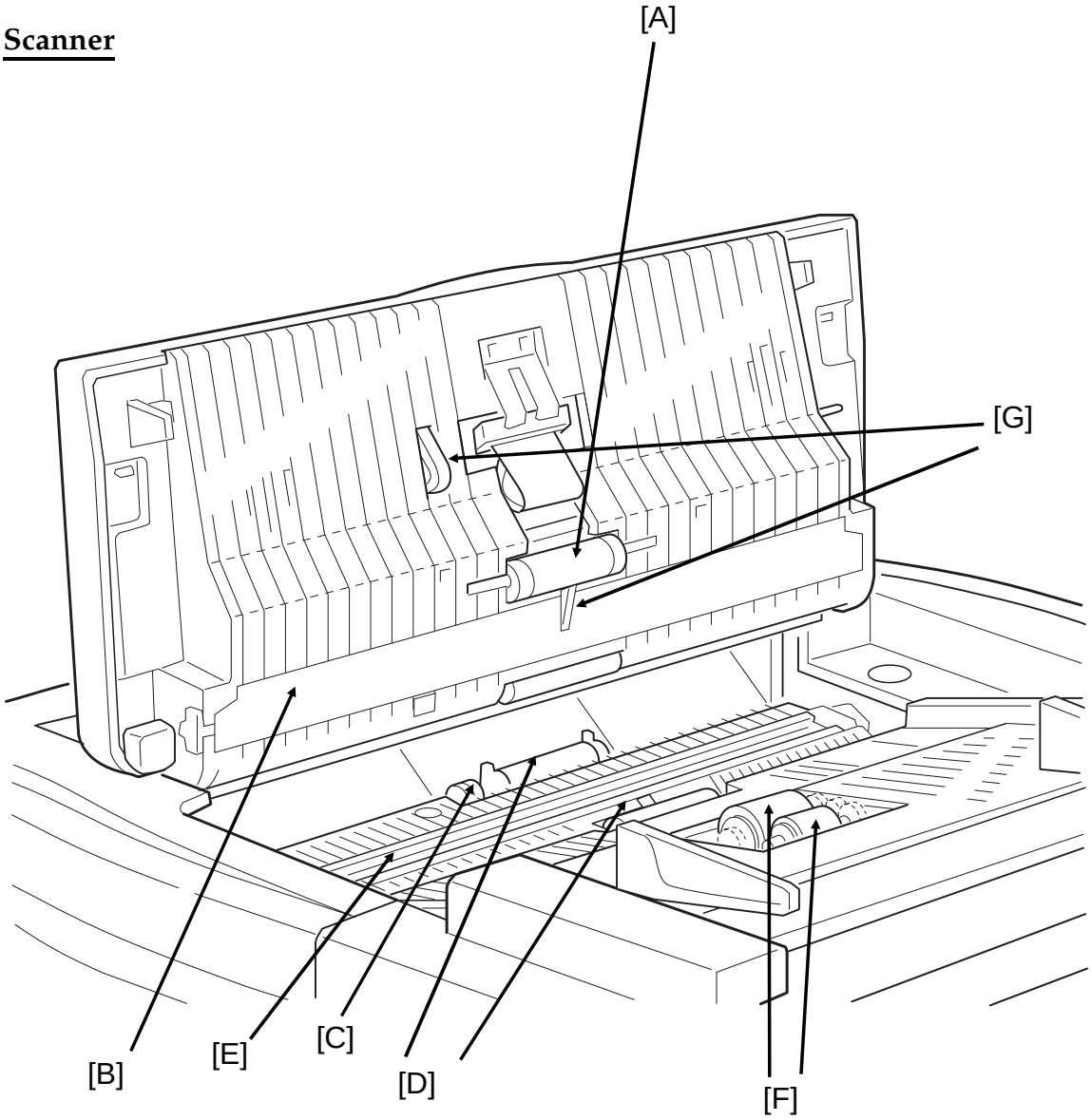
Cleaning Procedure

Scanner



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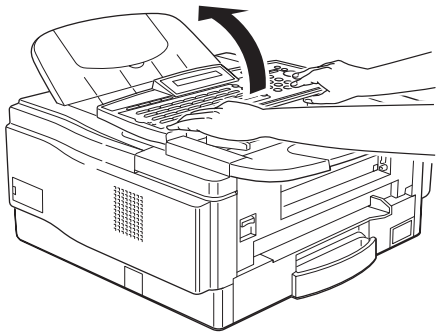
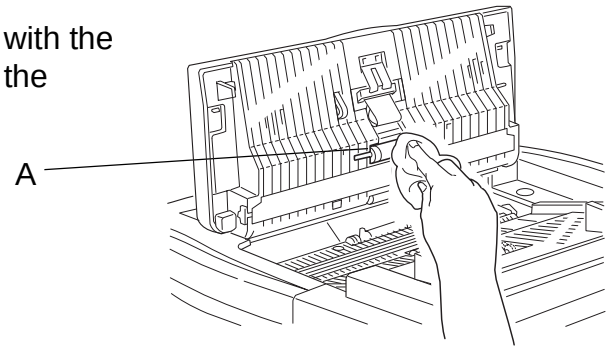
1. Prepare a soft damp cloth.
2. Turn off the main power switch.
3. Lift up the operation panel.

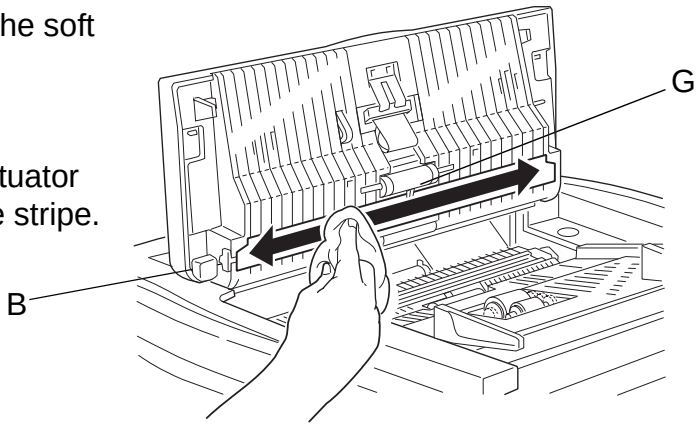


4. Clean the separation roller [A] with the soft damp cloth, while rotating the roller.

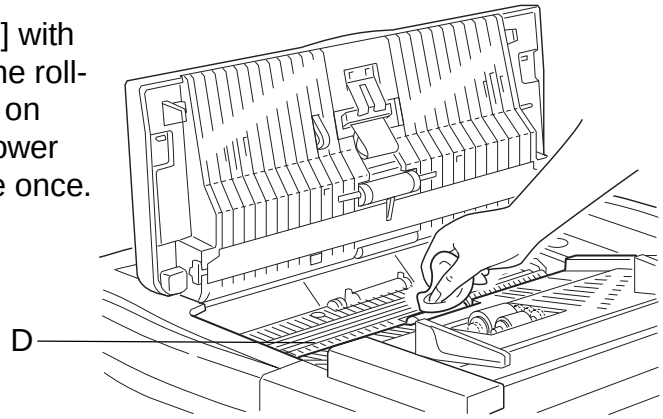


5. Clean the white strip [B] with the soft damp cloth.

   CAUTION:
   Do not damage the sensor actuator [G] (black plastic) on the white stripe.



6. Clean the R1 and R2 rollers [D] with the soft damp cloth. To rotate the rollers, gently hold the cloth down on the rollers and turn the main power switch on. The rollers will rotate once.



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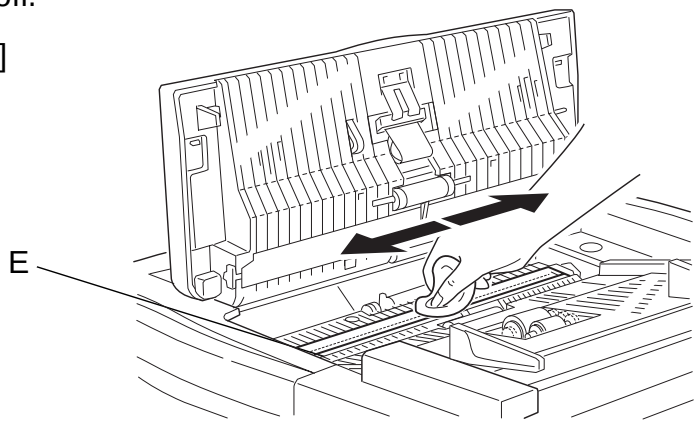
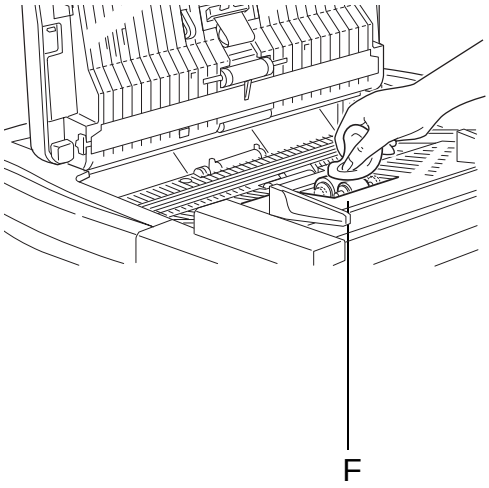
7. Turn the main power switch off.
8. Clean the exposure glass [E] with the soft damp cloth.



9. Clean the pick-up and feed rollers [F] with the soft damp cloth, while turning the rollers in the direction shown in the diagram.



10. Close the operation panel.

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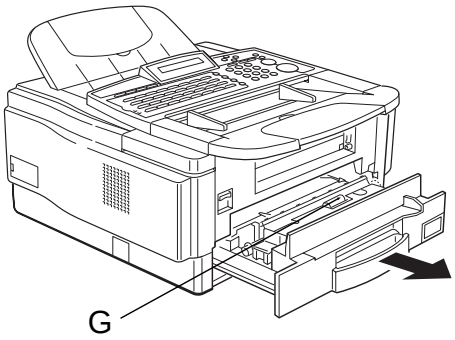
Main Cassette

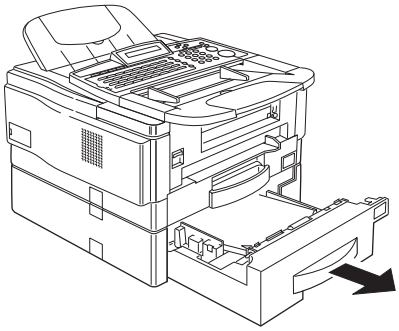
1. Pull out the cassette.



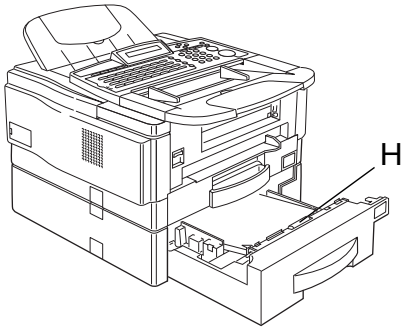
2. Clean the roller [G] using the soft damp cloth.
3. Close the cassette.

Optional Lower Cassette

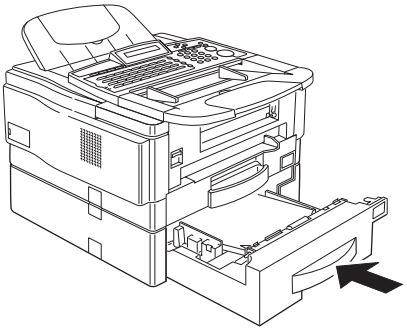
1. Pull out the optional lower cassette.



2. Clean the roller [H] with a soft damp cloth.



3. Replace the lower cassette to its original position.



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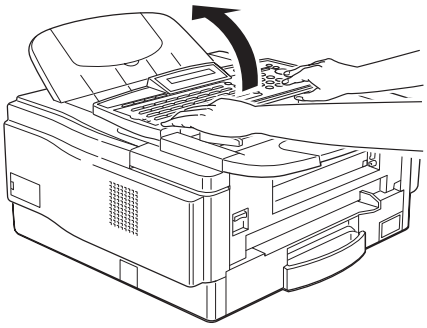
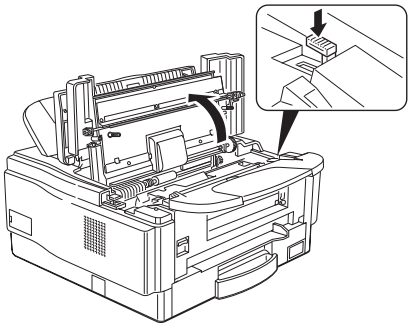
Cleaning the Corona Wire

Please clean the corona wire if the vertical black lines appear on the printing image.

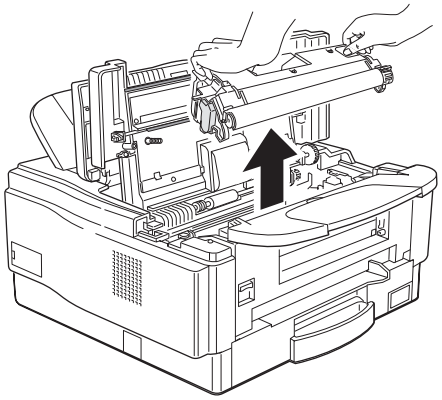
1. Lift up the operation panel.



2. Open the upper cover.



3. Remove the toner cassette. Place it on a sheet of paper.



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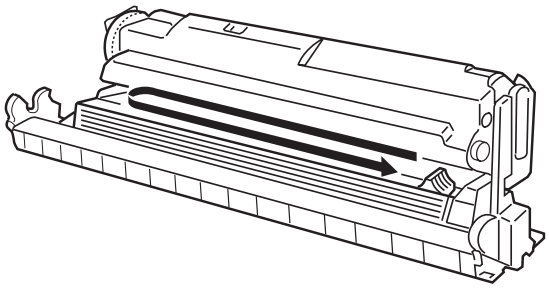
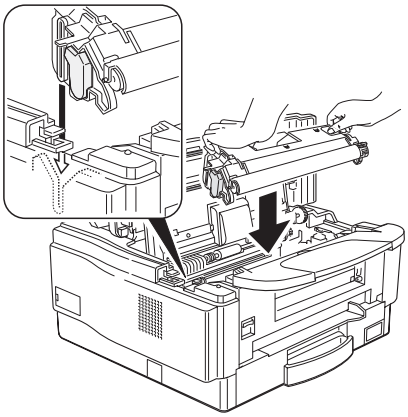
4. Gently drag the blue lever from end to end twice. Make sure the lever is returned on the original position.



5. Re-install the toner cassette.

   Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



6. Close the upper cover and lower the operation panel.

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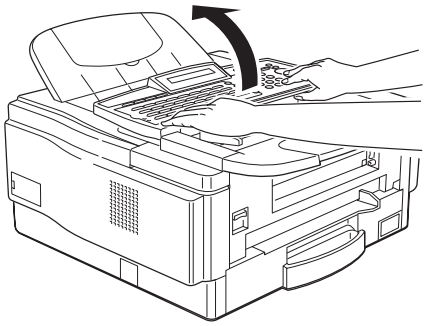
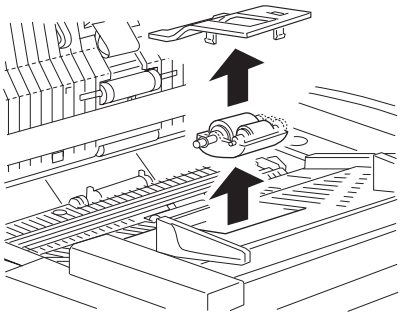
Replacing the ADF Roller Assembly and the Separation Pad

You should replace the ADF(Auto Document Feeder) roller assembly and the separation pad to prevent misfeeds about every 30,000 sheets. To check how many sheets you've scanned, please refer the section titled "Counters" (See page131). To get the new roller and pad, contact your service representative.

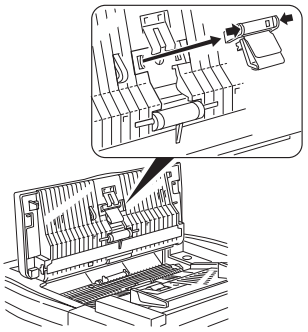
1. Open the operation panel.



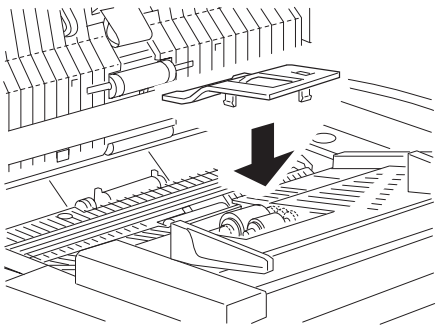
2. Remove the old ADF roller assembly.



3. Remove the old separation pad.



4. Install the new ADF roller assembly.



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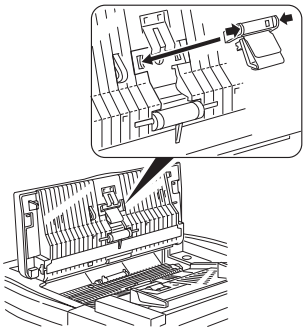
5. Install the new separation pad.

   Note: Push the new separation pad until you hear it clicking.



6. Close the operation panel.

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Replacing the Photoconductor

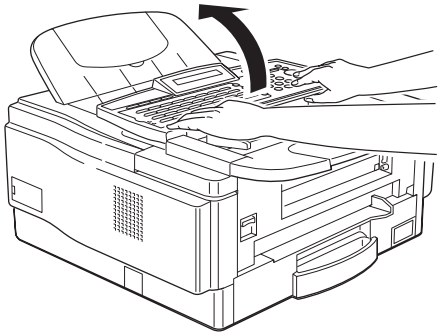
The photoconductor receives the print image before it is transferred to paper. To ensure optimal quality, replace them every 30,000 copies.

If the following display appears, replace the photoconductor.

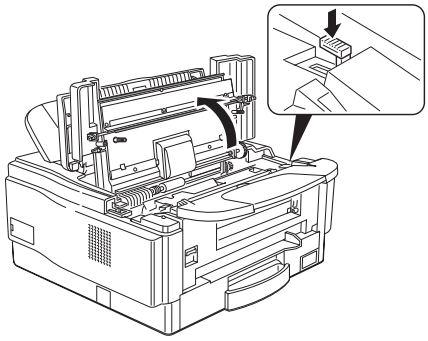
```
REPLACE OPC ▼
SET DOC. OR DIAL NO.
```

To check how many sheets you've printed, please refer the section titled "Counters" (See page 131).

1. Lift up the operation panel.

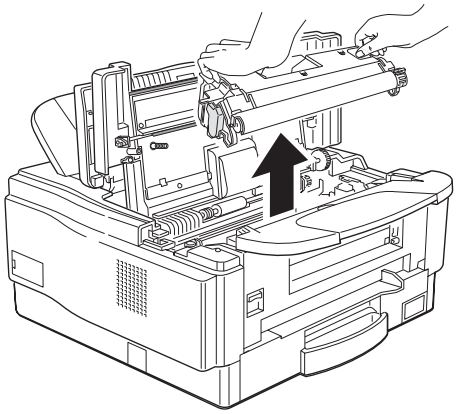


2. Open the upper cover.



3. Remove the toner cassette.

   Note: Do not shake the cassette, or toner may spill out.



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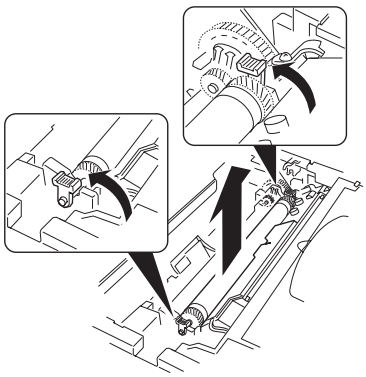
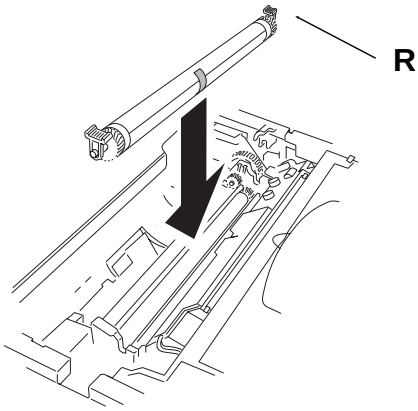
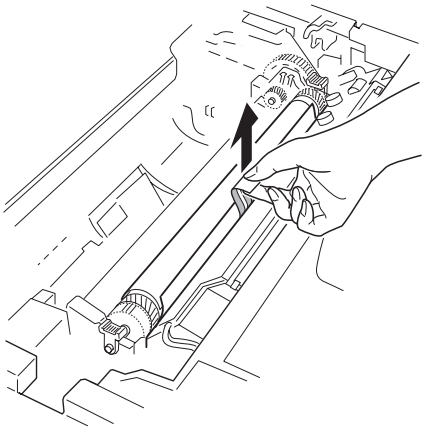
4. Remove the old the photoconductor.



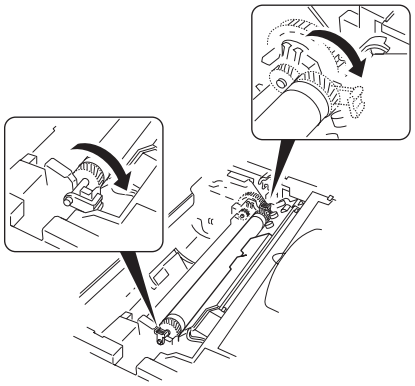
5. Place the photoconductor in the machine. Pay attention to the green knob. One of them is marked "R" for right side.



6. Remove the black sheet as shown in the lower picture.



7. Turn the green levers to lock the photo-conductor in place.



CAUTION: Never touch the surface of the photoconductor (Green drum).

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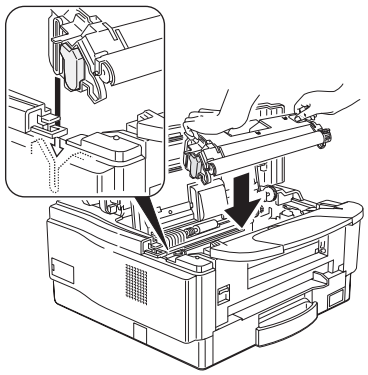
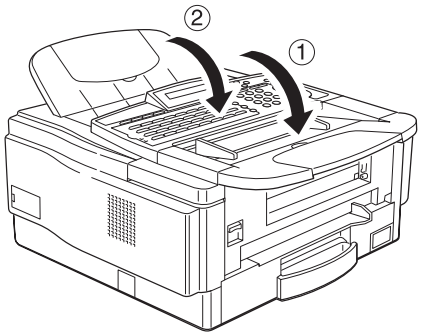
8. Replace the toner cassette.
   Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



9. Close the upper cover and the scanner.



After you replace the photoconductor, reset the counter for photoconductor inside the machine.

1. The display is shown as opposite.

```
REPLACE OPC ▼
SET DOC. OR DIAL NO.
```

2. Press ▼.

```
                    Y/N
REPLACE OPC?
```

3. Press **Yes**.
   The counter resets.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

❒ If you have replaced the photoconductor before REPLACE OPC appears, see page 131 for how to reset the OPC counter (Function 94).

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CAUTION: Do not attempt to make any repairs other than those described in this manual. Removing covers may expose you to dangerous voltages and other risks. Refer all servicing to qualified personnel.

CHECK THE INDICATORS AND DISPLAY PANEL

Check Display indicator lights if there are any problems. Check the description in the display.

DOCUMENT JAMS

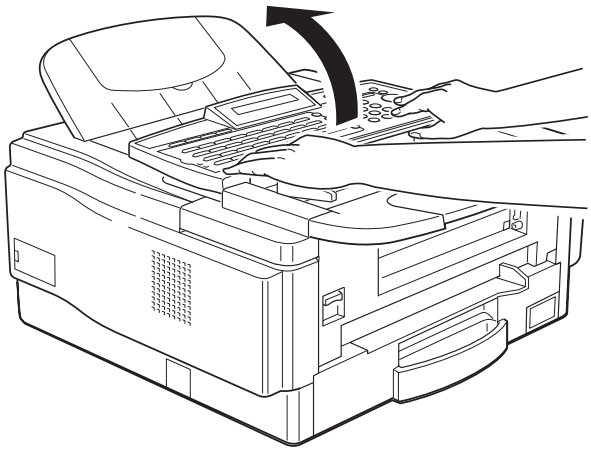
Clearing a Document Jam

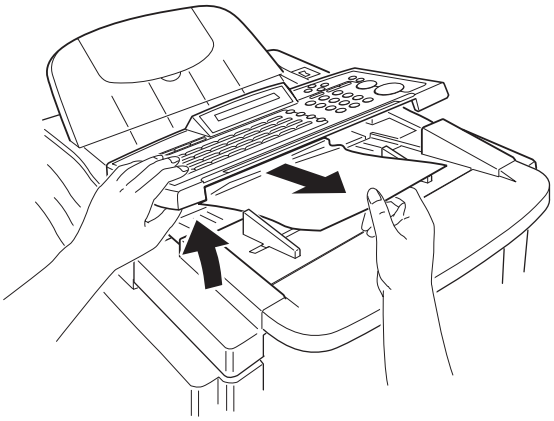
If "CLEAR ORIGINAL" appears in the display:

- ❒ There is a document jammed in the feeder. Remove the jammed document and repeat the transmission procedure.
- ❒ The document may be longer than the maximum limit (see Recommended Types of Document, page 15).

1. Pull up and open the operation panel.

2. Carefully take out the jammed original. Do not leave any pieces inside. Then close the scanner.





A defective or unrecommended document type may cause a jam. See pages 15 and 16.

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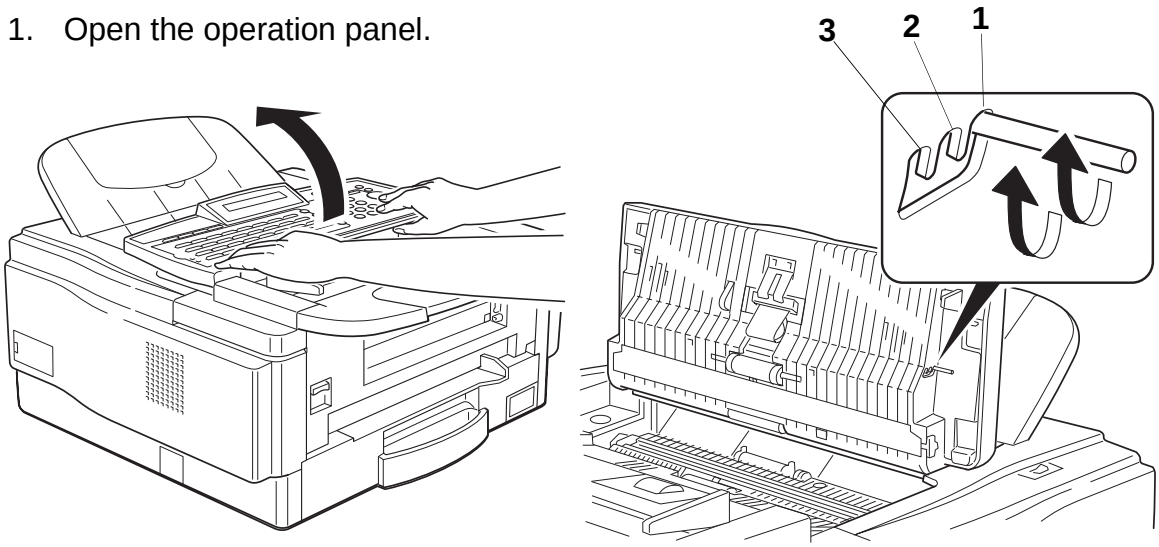
Adjusting the Document Feeder

Depending on the thickness of the paper, three settings can be selected; thin, normal, and thick.

1. Open the operation panel.



2. To meet the paper type to be scanned, adjust the lever position as shown in the following table.

Paper Thickness	Pressure	Position
Thin	Low	1
Normal	Normal	2
Thick	High	3

To correct document feed problems, adjust the lever position as shown in the following.

Problem	Position
Multi-feed Thin sheet	1
Multi-feed Thick sheet	3
Feed Jam	1
Non-feed	1

Note: In a new machine the setting is middle position.

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COPY JAMS

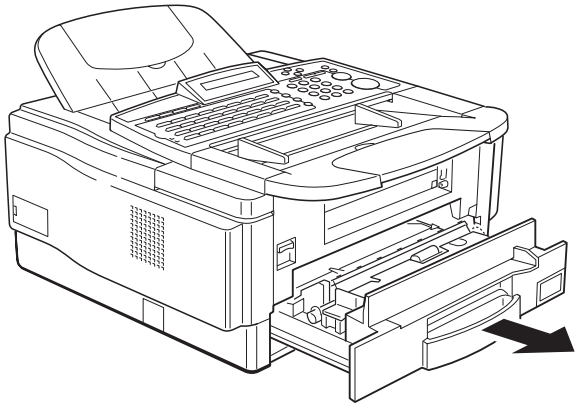
If "CLEAR COPY" appears in the display, there is a copy jam.

There are three possible locations:
❒ Cassette entrance (Main Cassette, Optional Paper Feed Cassette)
❒ Copy Feed Area (Inside the Machine, Copy Exit Area)

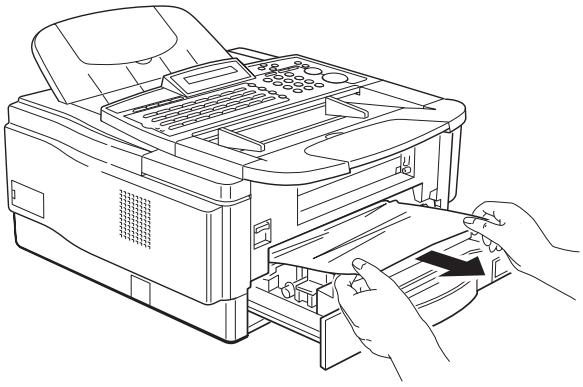
Cassette Entrance

Main Cassette

1. Pull open the cassette.



2. Gently pull out the misfed paper.
   Do not leave any pieces inside.



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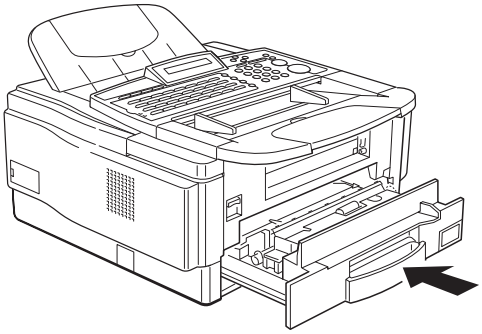
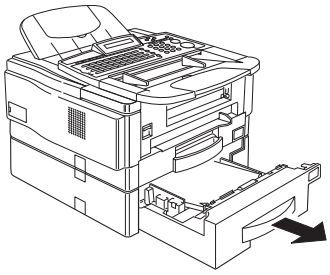
3. Replace the cassette.

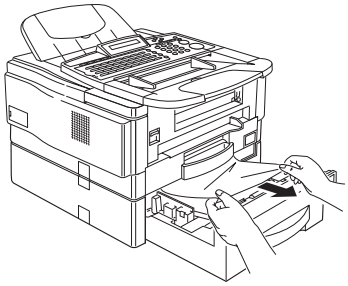


Optional Lower Cassette

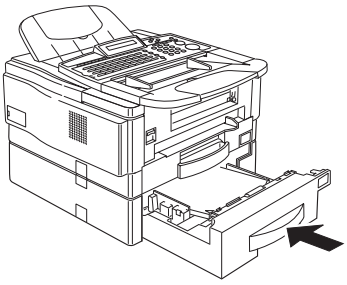
1. Pull out the optional lower cassette.

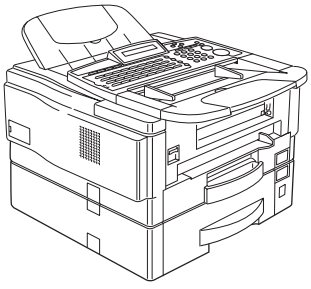


2. Gently pull out the misfed paper. Do not leave any pieces inside.



3. Replace the lower cassette.





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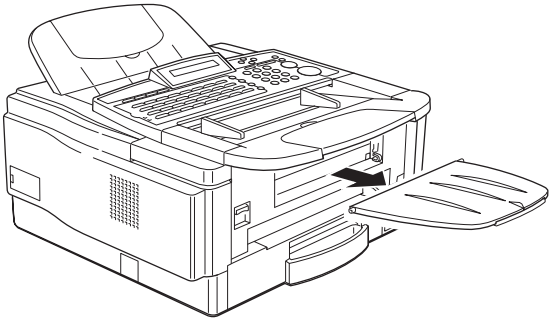
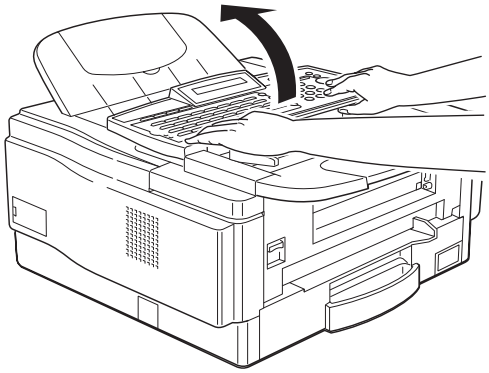
Copy Feed Area

Inside the Machine

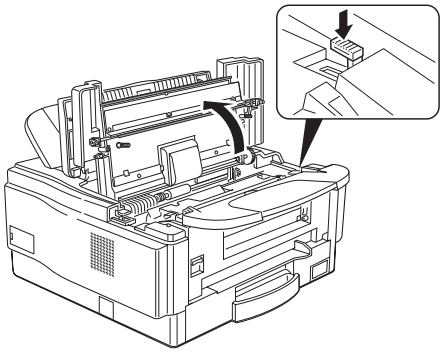
1. Remove the copy tray.



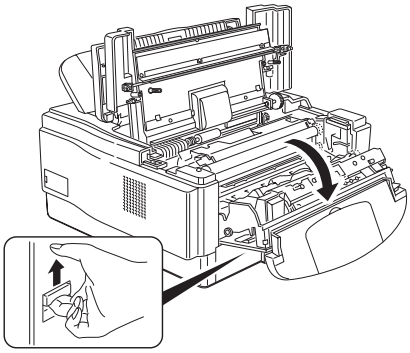
2. Pull up and open the operation panel.



3. Open the upper cover.



4. Open the front cover.



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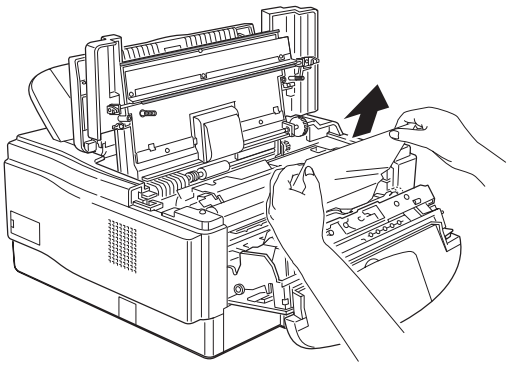
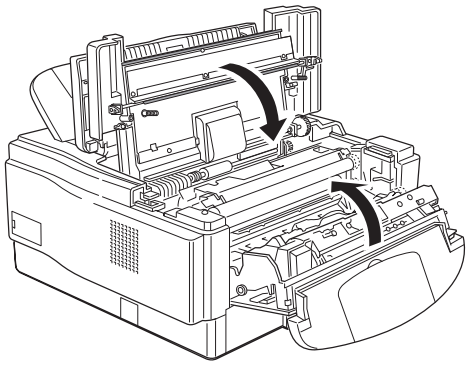
5. Pull out the jammed paper carefully.



CAUTIONS:
- ❒ Do not touch the fusing unit . It may be hot.
- ❒ Do not touch the photoconductor drum.

Any toner on the paper will not be fixed to the paper. Be careful not to get your hands or clothing dirty.

6. Close the front cover and the upper cover.



7. Close the operation panel.

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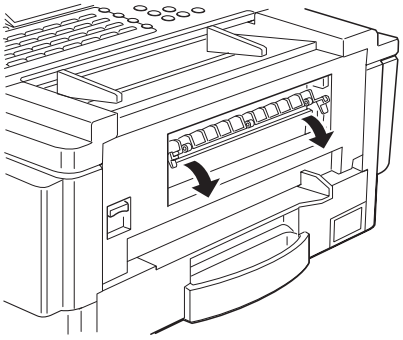
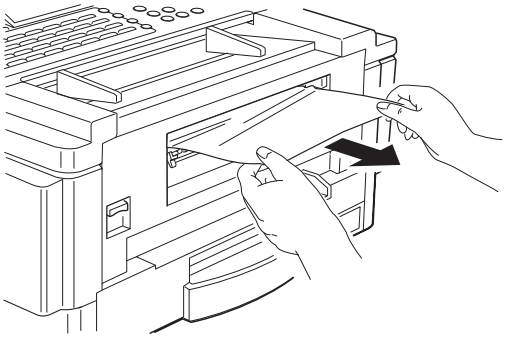
Copy Exit Area

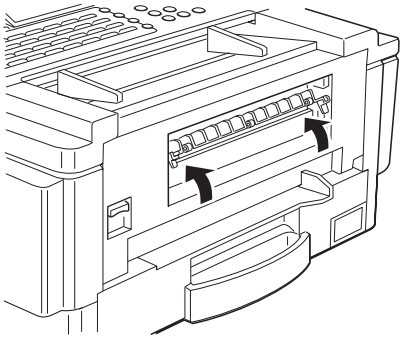
1. Open the copy exit cover.



2. Gently pulled the jammed paper.



3. Close the copy exit cover.



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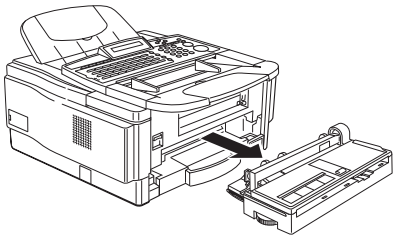
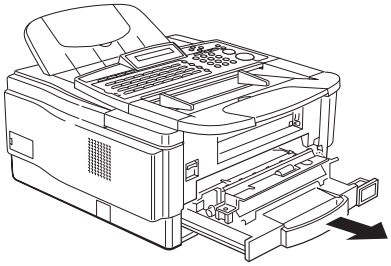
Copy Jams When You Use the Optional Removable Cassette (Cassette Area)

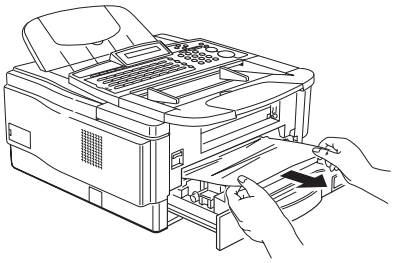
1. Remove the removable cassette.



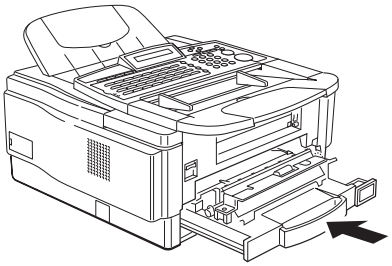
2. Pull out the cassette.



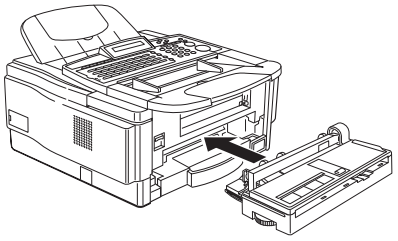
3. Gently pull out the misfed paper.
   Do not leave any pieces inside.



4. Replace the cassette.



5. Replace the removable cassette.



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COMMUNICATION PROBLEMS

If "ERROR PRESS STOP KEY" appears in the display:

Press **Stop**.

- ❒ A poor line caused the communication to fail.
- ❒ The line is busy or noisy. Try to retransmit.
- ❒ The other machine is out of order.
- ❒ Ask the other party to check their machine.

OPERATING DIFFICULTIES

Problem	Required Action
STANDBY MODE	
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? \ Plug it in firmly.
SET DOC. OR DIAL NO is not displayed.	Switch the power on. \ If the Power indicator does not light, check that the power cord is plugged in.
The display does not show the Ready condition, or the machine stops during an operation.	Does CLEAR ORIGINAL or CLEAR COPY appear in the display ? \ Clear the misfed paper. See pages 166 and 168.
	Does ADD PAPER appear in the display? \ Load paper into the paper tray. See page 146.
	Does CLOSE COVER appear in the display? \ Close all cover.
	Is the Add Toner indicator on? \ Load a new toner cartridge. See page 147.
TRANSMISSION	
The original is not pulled into the auto docment feeder.	You did not feed the document far enough into the feeder. \ Insert the document into the feeder until it stops. Retransmit.
	Do user maintenance, especially rollers [A] and [F] (see page 154). \ If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 167).
	The telephone line is disconnected. \ Check that the line is connected properly.
	The telephone line type setting is incorrect. \ Check the telephone line type setting (see page 208).
	The dialed number does not contain an access code or a pause. \ Include the access number and a pause before the telephone number.
	The dialed number did not have enough pauses between the access number and the telephone number. \ Try adding more pauses after the access code.

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Problem	Action Required
Fequent original misfeeds	**Multifeeds**
	Incorrect positioning of originals \ Put the document in the feeder correctly. See page 20.
	Incorrect alignment of originals \ Align the edges of the document. See page 20.
	Curled pages \ Flatten the document. See page 16.
	Incorrect document type \ Use a proper document type. See page 16.
	Mixed document types \ The pages must all be of the same type.
	Static electricity on the originals \ Shuffle the document. See page 20.
	User maintenance is needed. \ Do user maintenance, especially roller [A]. See page 154.
	The document feeder is not adjusted correctly. \ Adjust the auto document feeder. See page 167.
	Non-feeds
	Copier silicone oil on the originals \ Wait a few minutes, then try again.
	Incorrect alignment of originals \ Align the edges of the document. See page 20.
	Curled pages \ Flatten the document. See page 16.
	Incorrect document type \ Use a proper document type. See page 16.
	More than 30 pages in the feeder \ Do not place more than 30 pages in the automatic document feeder at once.
	User maintenance is needed. \ Do user maintenance, especially rollers [A] and [E]. See page 154.
	The document feeder is not adjusted correctly. \ Adjust the auto document feeder. See page 167.

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Transmission cannot take place; CLEAR ORIGINAL appears.	The document is jammed in the feeder. \ Remove the jammed document (see page 166) and repeat the transmission procedure.
	The document may be longer than the maximum limit (see page 15). \ Make sure that none of your originals exceed this limit.
	Do user maintenance, especially rollers [A] and [F] (see page 154). \ If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 167).
Transmission cannot take place; the Line Fail indicator blinks. **Note:** Before taking action, wait until the Communicating indicator goes out, then press the **Stop** key.	The other machine is out of order. \ Check the error report. Ask the other party to check their machine and correct the fault.
	The line is busy or noisy. \ Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. \ Store that terminal's number as a Quick Dial Key or Speed Dial Code. Then call a service technician. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
Consistent poor image quality when communicating with a particular terminal	
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in Manual Receive mode. \ Change to Auto Receive mode (see page 43).
	Power is switched off. \ Switch the power on.
RECEPTION/COPYING	
No printout; the Add Paper indicator is lit.	The cassettes are empty. \ Add paper (see page 146).
No printout; CLEAR COPY appears.	The printer has jammed. \ Clear the jam (see page 168).
Copies appear dirty.	Does the original have a gray or colored background? \ Select the Lighten contrast setting.
Copies are too light.	Does the original have a low contrast image? \ Select the Darken contrast setting.
Copies are blank.	The original must be placed face down in the document feeder \ Position the original correctly. See page 20.

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Copy paper mIsfeeds occur frequently.	Is the proper paper in the paper tray? \ Paper size and weight must be within the standards set for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? \ Always use dry, undamaged paper.
	Is the paper set properly in the paper tray? \ Always load paper correctly. See page 146. Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.
	Are there any pieces of misfed paper or other foreign objects in the machine? \ Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? \ Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The exposure glass is dirty. \ Clean the exposure glass (see page 154).
	Do user maintenance, especially glass [E] (see page 154).
TELEPHONING	
You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. \ Change to Manual Receive mode (see page 43).
You can't receive phone calls; the unit does not ring.	The telephone line is not connected. \ Connect the modular cord (see page 195).
POLLING	
Dialing took place, but polling could not.	ID Codes do not match. \ Contact the person at the other end and make sure that the ID Codes are the same before trying the communication again.

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DISPLAYED ERROR MESSAGES

The following messages may appear while you are operating or programming the machine.

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten-key pad or the handset.
NO FILE EXISTS	No polling reception operations have been programmed.
	There are no messages in memory waiting for transmission.
	There are no messages in memory waiting to be polled.
	Incorrect file number. Check the file number and try again.
TOO MANY DEST.	The memory cannot hold any more telephone numbers. Either: Delete some numbers then try again. Or: Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
USED AS PROGRAM	This Quick Dial Key has a Keystroke Program stored in it.
USED AS DIAL	This Quick Dial Key has a telephone number stored in it.
USED AS AUTO DOC.	This Quick Dial Key has a Auto Document.
USED AS GROUP KEY	This Quick Dial Key is programmed as Group Key.
NOT PROGRAMMED	Either: This Quick Dial Key or Speed Dial Code does not contain a number. This Quick Dial Key does not contain a Keystroke Program.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
PLEASE SET PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
ADD TONER	The toner cartridge is empty. Install a new cartridge.
CLEAR ORIGINAL	A document is jammed in the feeder.
CLEAR COPY	Paper is jammed in the printer.
CLOSE COVER	A cover is not closed properly. Check that all covers are closed.
UNABLE USE PRINTER	Machine cannot print a list/file, because the heater is not warm enough or plotter is not ready.
SERVICE CALL - H	Machine is out of order. Contact your service representative.
SET TONER	No tonor cartridge. Install cartridge.
TONER NEAR EMPTY	The toner cartridge is near empty.
USED AS DIAL OPTION	Dial Option feature is set in Quick 29.

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ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, crosstalk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service technician.

Note: When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party does not have the confidential or transfer function. The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.
0-70	There is a problem with the network or with the machine at the other end.
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00

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Code	Possible Cause
2-xx	Possible fault in your machine
4-00	The page took too long to send. Send again at a lower resolution, or without halftone. The line may be bad.
4-01	There is a bad line. The telephone line at the rear of the machine may be disconnected.
4-02	The received page was too long.
4-10	ID codes did not match. Co-ordinate ID codes with the other party.
5-20 5-21	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-25	Your machine has a problem.
6-01 6-02	Poor line condition or a problem with your machine
6-05	Poor line condition, a problem with the machine at the other end, or a problem with your machine
6-06	A problem with the machine at the other end, or a problem with your machine
6-08	A problem with the machine at the other end
6-09 6-10	A problem with the machine at the other end, or a problem with your machine
9-07	Copy jam at the cassette entrance (first, or top, paper feed station)
9-08	Copy jam inside the machine (first, or top, paper feed station)
9-09	Copy jam at the feed-out area
9-17 9-20 9-22 9-23 9-24 9-50 9-51 9-80 9-82	There is a problem with your printer.

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CALLING THE SERVICE STATION

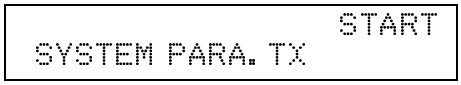
The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit.

Service Report Transmission is available when the fax number of the service representative has been programmed.

Sending a Service Report

When you need to send a service report, do the following.

1. **Function 6 2 2 2 2 7 3** and **Yes**.



2. **Start**.
   The fax number which the service technician entered appears.

If the transmission was not successful, the machine will not redial. You must repeat the operation.

Program your machine's own telephone number in order that your service representative identify the sender of the service report (Function 61 : see page 51).

DEDICATED TRANSMISSION PARAMETERS

If you often encounter problems when transmitting to a certain address, program that address into a Quick Dial Key or Speed Dial Code.

Then contact a service technician, describe the problem, and tell them which Speed Dial or Quick Dial you have stored the number in.

The technician can instruct the machine to use different transmission parameters whenever you select that Speed Dial/Quick Dial.

If you reprogram the Speed/Quick Dial, be sure to inform your service technician.

Cross-references: Quick Dial and Speed Dial: see page 209.

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STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten-key pad on the operation panel.

STORING NAMES AND LABELS

You can enter names using the Quick Dial Keys. Use Quick Dial Keys 01 to 26 for the letters of the alphabet, and use Quick Dial 27 as a spacebar. The letters are printed on the surface of each key. If you wish to enter a digit from 0 to 9, use the ten-key pad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the ◀ and ▶ arrows on the circular scroll key on the operation panel.

If you wish to enter a punctuation mark or symbol, use Quick Dial 28. See "Punctuation Marks and Symbols" on the next page for more details.

KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
01	A	12	L	23	W
02	B	13	M	24	X
03	C	14	N	25	Y
04	D	15	O	26	Z
05	E	16	P	27	Space
06	F	17	Q	28	Symbol
07	G	18	R	29	(
08	H	19	S	30	)
09	I	20	T	F1	
10	J	21	U	F2	
11	K	22	V		

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Punctuation Marks and Symbols

If you press **Quick Dial key 28** while entering a label, you can enter the symbols. Select the symboles using the ◀ or ▶ keys.

These are the symboles you can enter.

& $! " # $ % & ' ( ) * + , / : ; < > ? @ [¥] ^

Press **Yes** when you get the symbol you want to enter.

Editing with the Clear Key and Cursor

You can move the cursor using the scroll key (◀ and ▶) to edit the name or label.
If you press **Clear**, the character above the cursor is deleted.
If you type the alphabet, the character appears at the cursor.

IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either:
❒ Press **No** to erase the entire name or number and start again.
❒ Press **Clear** to erase the last letter or digit that you entered.

If you enter the wrong function number, either:
❒ Press **No** then input the correct function number.
❒ Press **Function** to return to standby mode and start again.

If you dialed the wrong number, either:
❒ Press **No**. If scanning has already begun, press **Stop**.
❒ If you already programmed the number into the machine by pressing **Yes**, remove the document from the document feeder and start again.

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ON/OFF SWITCHES AND USER PARAMETERS

Some of the features in this machine can be switched on or off, and some of them do not work unless they are switched on first. Other features can be adjusted in various ways. Each adjustment or on/off switch is explained in the relevant sections of the manual.

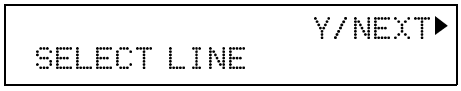
There are two user functions to help you adjust these features and switch them on/off.

- ❒ Function 62 (On/Off Switches)
- ❒ Function 63 (User Parameters)

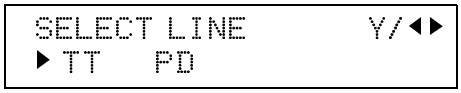
On/Off Switches

This feature allows you to switch some of the major features of the machine on or off. The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

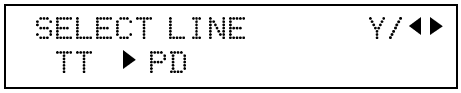
1. **Function 6 2 2 2 2 6 2** and **Yes**



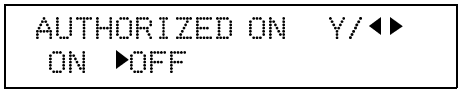
2. **Yes**.
   The first displayed item is the telephone line type: DP = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.



3. Change the setting by using ◀ and ▶ .



4. **Yes**.



5. Either:
   - ❒ Change another setting: Go to step 6.
   - ❒ Finish: **Yes** and **Function**

6. Scroll through the list of features with ▶ until the required feature appears. Example: Authorized Reception press ▶ once and **Yes**.

7. Go to step 3.

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On/off switches available in this menu are

	Feature		Feature
1	Telephone Line Type	6	Memory Lock
2	Authorized Reception	7	Forwarding
3	Night Timer	8	Multi-sort Reception
4	Summer Time/DST	9	Cassette Selection [1]
5	RDS		

([1] Optional Cassette required)

User Parameter Settings

A wide range of features can be switched on or off by using the User Parameters. However, this feature is more difficult to use than the On/Off Switches. The switches and adjustments are presented on the screen as rows of digits. Each digit can be either 0 or 1. Each feature is allocated one or more digit. The value of the digit determines the status of the feature.

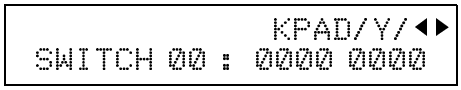
The overall procedure is explained below. However, each of the adjustments that can be made using this procedure are explained in the relevant parts of the manual.

1. **Function 6 2 2 2 2 6 3** and **Yes**.

   ❒ At this time, you can print a User Parameter List if you press ◀ and **Start**.

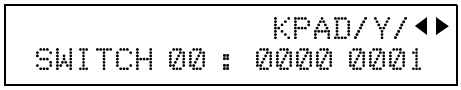
2. **Yes**.

   The current settings for switch 00 are now displayed on the bottom line of the display. If the settings for this switch are the way that you want them, go to step 4.



3. To change the required setting, press a number from 0 to 7 corresponding to the digit that you wish to change.

   Example: **0** from the ten key. The value of the digit changes, in this case from 0 to 1.



Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

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4. Either:
   - ❒ Scroll through the switches with ◀ and ▶ until the required switch appears. Then go to step 3.
   - ❒ Finish: **Yes** and **Function**.

The user parameter switches are outlined below (* Factory setting).

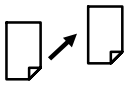
Switch 00 - Home position settings

Digit	Purpose
0	Stamp 0: Off * 1: On
1 2	Contrast home position Digit 2 Digit 1 Setting 0 0 Normal * 0 1 Lighten 1 0 Darken
3	Do not use this setting.
4 5	Resolution Digit 5 Digit 4 Setting Digit 5 Digit 4 Setting 0 0 Standard* 1 0 Fine 0 1 Detail 1 1 Do not use this.
6	Transmission mode 0: Memory transmission* 1: Immediate transmission
7	Halftone 0: Off* 1: On

Switch 01

Digit	Purpose
0 to 6	Do not change these settings.
7	If you change any of the contrast, resolution, transmission mode, stamp, or halftone setting before making a transmission, then: 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.*

Switch 02 - Printing of various items on received messages

Digit	Purpose
0	Mark to be printed at the receiving side to distinguish messages that are sent from your machine when it is acting as a forwarding station. 0: Off 1: On * Forwarding Mark 
1	Center mark 0: Off* 1: On The center mark is not printed when the machine is used for making copies
2	Reception time 0: Off* 1: On
3	TSI printing 0: Off* 1: On
4	Checkered Mark 0: Off 1: On*
5 to 7	Do not change these settings.

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Switch 03 - Automatic printing of reports

Digit	Purpose		
0	Communication result report (Memory Transmission)	0: Off	1: On*
1	Do not change this setting.		
2	File reserve report	0: Off*	1: On
3	File reserve report (polling reception)	0: Off*	1: On
4	Communication result report (polling reception)	0: Off	1: On*
5	Transmission result report (immediate transmission)	0: Off	1: On*
6	Polling clear report	0: Off	1: On*
7	Journal	0: Off	1: On*

Switch 04 - Automatic printing of reports, Various

Digit	Purpose		
0	Confidential reception report	0: Off	1: On*
1 to 6	Do not change these settings		
7	Inclusion of part of the image on the following reports: Communication Result Report, File reserve Report, Polling Clear Report, Communication Failure Report, Transfer Result Report, Polling Confirmation List	0: Off	1: On*

Switch 05 - Various

Digit	Purpose						
0	Substitute reception			0: Off		1: On*	
1	Memory reception if no RTI or CSI received			0: Possible*		1: Not possible	
2, 3	Do not change these settings						
4, 5	Restricted Access	Digit 5	Digit 4	Setting	Digit 5	Digit 4	Setting
		0	0	Off*	0	1	On
		1	X	Do not use these settings.			
6	Energy Saver mode						
		0	Heater off				
		1	Heater energy saver mode*				
7	Do not change this setting.						

Switch 06 Home position

Digit	Purpose		
0	Printing TTI	0: Off	1:On*
1	Do not change this setting		
2	Closed network in transmission	0: Disabled*	1: Enabled
3	Do not change this setting.		
4	Batch Transmission	0: Off	1: On*
5 to 7	Do not change these settings.		

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Switch 07 - Various

Digit	Purpose		
0 to 1	Do not change these settings.		
2	Parallel Memory Transmission	0: Off	1: On*
3	Auto Reduce	0: Off	1: On*
4 to 7	Do not change these settings.		

Switch 08 - Various

Digit	Purpose
0, 1	Multi-sort reception Digit 1 Digit0 Setting X 0 Off* 0 1 Messages from senders whose RTI/CSIs are programmed are multi-copied. 1 1 Messages from senders whose RTI/CSIs are **not programmed** are multi-copied.
2, 3	Authorized Reception Digit 3 Digit 2 Setting X 0 Off * 0 1 Receive messages only from senders whose RTI/CSIs are programmed. 1 1 Receive messages only from senders whose RTI/CSIs are **not** programmed.
4, 5	Specified Cassette Selection (Optional Lower Cassette Required) Digit 5 Digit 4 Setting X 0 Off* 0 1 Print Special Terminal's messages using the main cassette, but don't print any others with cassette. 1 1 Don't print Special Terminal's messages using the main cassette.
6, 7	Forwarding Digit 7 Digit 6 Setting X 0 Off* 0 1 Forward messages only from senders whose RTI/CSIs are programmed 1 1 Forward messages only from senders whose RTI/CSIs are **not** programmed.

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Switch 09 - Various

Digit	Purpose
0, 1	Memory lock Locked messages are printed when you enter the Memory Lock ID. Digit 1 Digit 0 Setting X 0 Off* 0 1 Only Lock messages from senders whose RTI/CSI's are programmed. 1 1 Lock all messages except those from senders whose RTI/CSI's are programmed.
2 to 7	Do not change these settings.

Switch 10 Various

Digit	Purpose		
0	Reverse order printing	0: Off*	1: On
1	Two in One (Into 1)	0: Off*	1: On
2 to 6	Do not change these settings		
7	Halftone mode	0: Standard Mode* 1: Speed Mode	

Switch 11 Various

Digit	Purpose		
0 to 5	Do not change these settings.		
6	Printing the received message when it is acted as a forwarding station.	0: Off	1: On*
7	Polling standby duration	0: Once*	1: Keep

Switch 12 Various

Digit	Purpose
0 and 1	Do not change these settings.
2	Toner saving mode 0: Off* 1: On Note: If on, contrast will be set to "Normal" automatically, preserving image quality. This is available when receiving fax messages and printing reports, but not for copying or printing from a PC. Further, messages sent to you in halftone mode will automatically turn off toner saving to ensure a clear image. To make sure that the fax quality is acceptable with toner saving on, print a few reports (See page 137). (Note: If the sender is using a machine made by another manufacturer, toner saving will stay on and this could lower image quality.)
3 and 4	Density of the printing image Digit 4 Digit 3 Setting Digit 4 Digit 3 Setting 0 0 Normal * 0 1 Lighten 1 0 Darken 1 1 Do not use this setting
5 to 7	Do not change these settings.

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SPECIFICATIONS

Dimensions:	18.7" x 18.1" x 9.4" (W x D x H) Excluding trays, handset and optional kits.
Weight:	38.4 lbs Excluding the toner cassette, trays and printer paper.
Power Supply:	115 Va, 60 Hz; single phase
Power Consumption:	Stand-by: Minimum - 2W, Normal -25 W Transmission: 40 W Reception: 220 W Copying: 270 W Maximum: 870 W (Copying)
Acceptable Document Dimensions:	Width: 5.8" to 12.0" (10.07" maximum scanning width) Length: 4.1" to 47.2" Thickness: 2 to 8 mils (20 lb paper)
ADF Capacity:	30 sheets (using 20 lb paper)
Cassette Capacity:	Cassette: 250 sheets Optional Removable Paper Cassette: 100 sheets Optional Lower Paper Cassette: 500 sheets
Memory Capacity:	Base machine: 40 pages With 1 Mbyte memory: 120 pages With 2 Mbyte memory: 200 pages With 4 Mbyte memory: 360 pages Measured using a ITU-T #1 chart (Slerexe letter) at standard resolution.
Data Compression:	MH, MR, MMR, SSC
Resolution:	Standard: 200 x 100 dpi Detail: 200 x 200 dpi Fine: 200 x 400 dpi
Transmission Speed:	3 seconds at 28.8 Kbps (G3 ECM) for a ITU-T #1 test document (Slerexe letter) by memory using standard resolution.
Scanning Speed:	3 seconds (Resolution: Standard)
Compatibility:	G3
Paper Size:	Letter, Legal
Maximum Printing Width:	8.1"
Maximum Printing Speed:	10 pages/minute (Letter)

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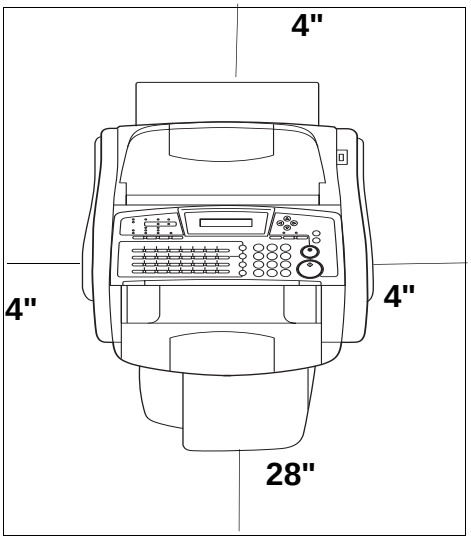
LOCATION

For the best possible performance, install your machine in a place which satisfies the following conditions.

- ❒ Not exposed to direct sunlight
- ❒ Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd^3/hr per person.
- ❒ Level
- ❒ Not subject to vibration
- ❒ Away from other electronic equipment, to avoid interference
- ❒ Away from areas containing corrosive gas
- ❒ Dust-free
- ❒ Condensation-free
- ❒ Temperature 63 to 82°F
- ❒ Humidity 40 to 70% RH (do not install near a humidifier)
- ❒ Away from heaters and air conditioners, to avoid sudden changes of temperature
- ❒ Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- ❒ With the clearance as shown on the right



Note: This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

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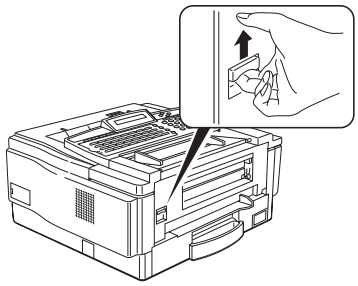
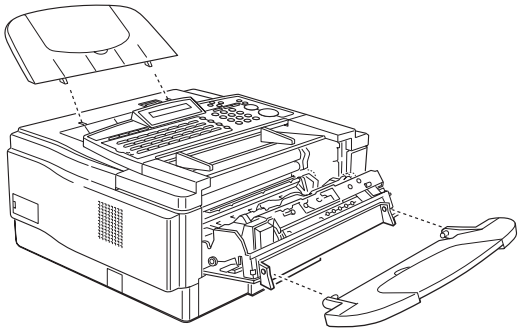
ATTACHING THE DOCUMENT TABLE AND DOCUMENT TRAY

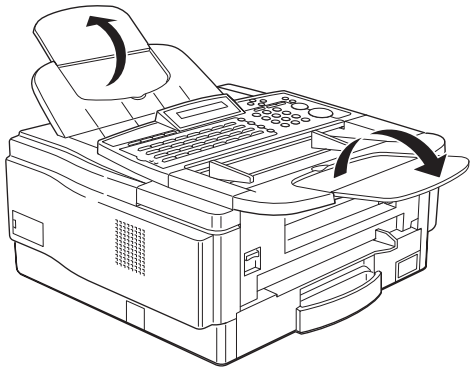
1. Open the front cover.



2. Attach the document table and the document tray as shown.

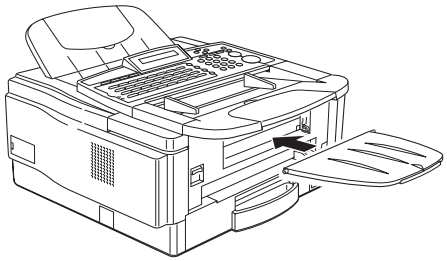


3. Close the front cover until you hear it clicks. If your document is large, pull the extensions out.

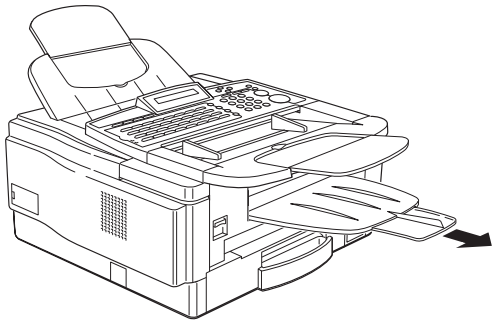


Attaching the Copy Tray

1. Attach the copy tray as shown.



2. You can also extend the copy tray.



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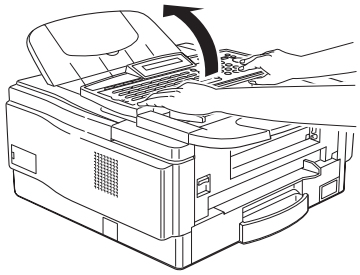
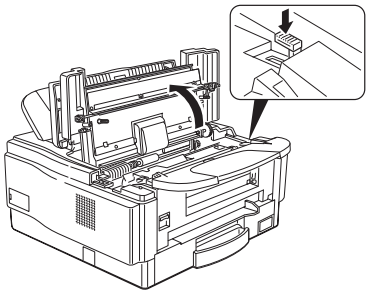
INSTALLING THE PHOTOCONDUCTOR, TONER CASSETTE AND CLEANING PAD

Before using the machine, install the photoconductor, toner cassette and cleaning pad the as in the following procedure

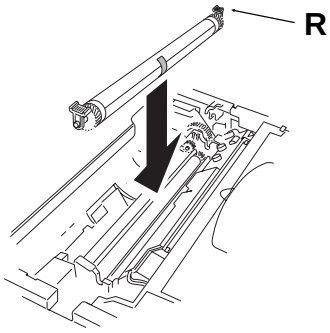
1. Lift up the operation panel.



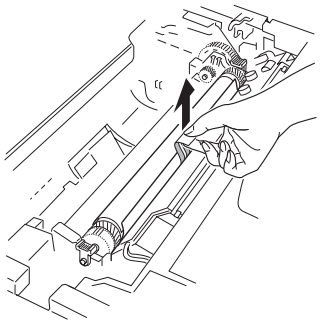
2. Open the front cover. (Push the button on the cover.)



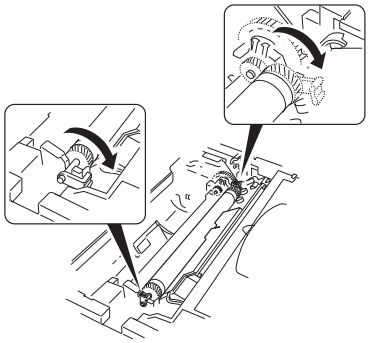
3. Place the photoconductor in the machine. Pay attention to the green knob. One of them is marked "R" for right side.



4. Remove the black sheet as shown in the lower picture.



5. Turn the green levers to lock the photo-conductor in place.



CAUTION: Never touch the surface of the photoconductor (green drum).

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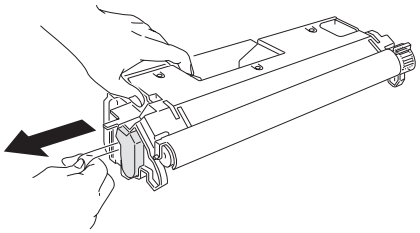
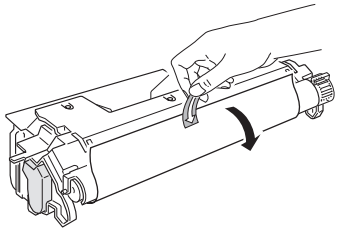
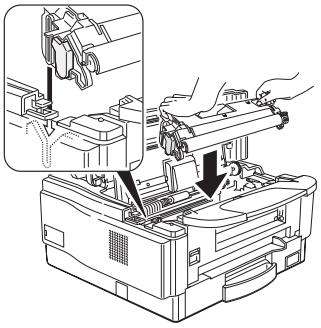
6. Pull out the transparent sheet from the side of the cassette, then remove the black sheet from the front.

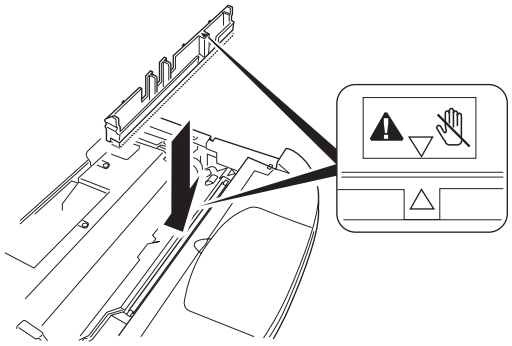




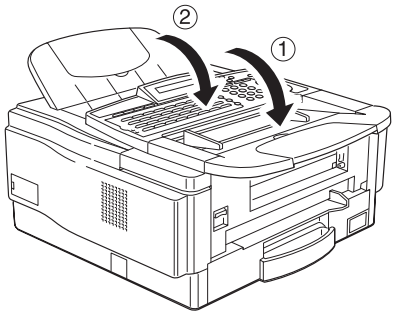
7. Slide the toner cassette into the machine as far as it will go. Gently push down the cassette to secure it in place.



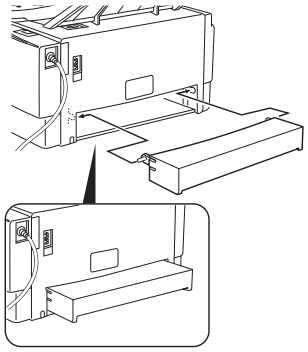
8. Install the cleaning pad as shown in the illustlation.
   Match the position of the arrow on the cleaning pad with the arrow on the inside the machine.
   Note: Push the cleaning pad until you hear it clicking.
   Important: Do not forget to install the cleaning pad. If not fitted correctly, damage may caused to the machine.



9. Close the upper cover and the operation panel.
   Note: If the top cover does not close, the toner cassette, photoconductor or cleaning pad is not correctly installed.



10. Fix the cassette cover on the rear side of the machine as shown opposite.



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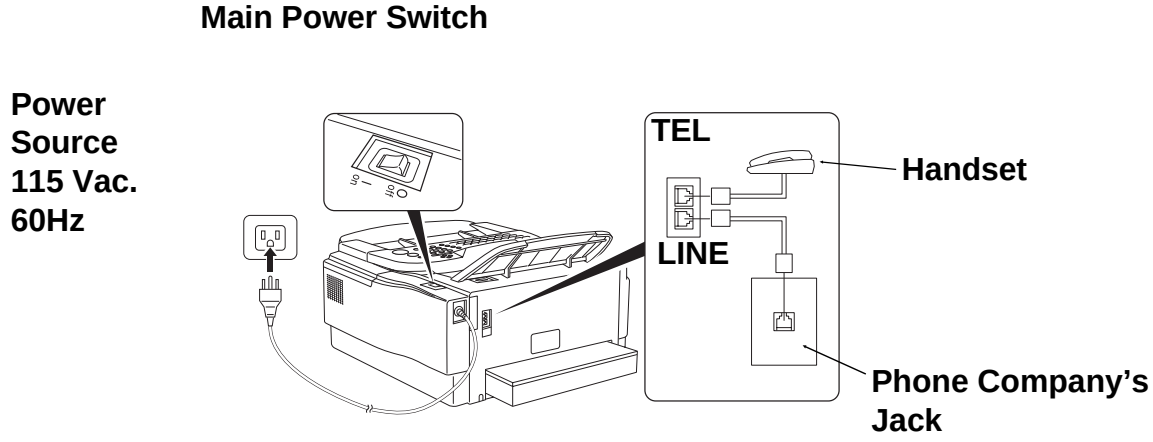
CONNECTING THE MACHINE

CAUTION: Do not switch on until everything is connected properly.

Before using the machine, it must be connected to the telephone line correctly (see below). When this has been done, plug in the power cable and switch the machine on.

❒ Make sure that it is properly connected to the telephone line and the power outlet, as shown above.



❒ Program the Telephone Line Type setting (use Function 62, see page 208). If your telephone normally sends out tones(touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

IMPORTANT POINTS ABOUT POWER CONNECTION

❒ The supply from the wall outlet must not fluctuate more than 20 V either side of 115 Vac.
❒ The power cord should not be laid in a place where it might trip somebody.
❒ Do not lay anything on the power cord.
❒ If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

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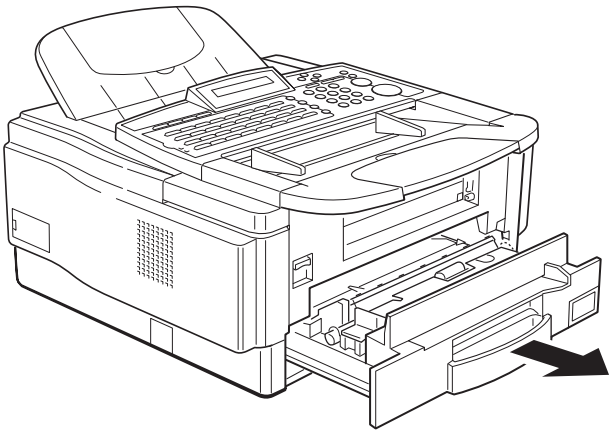
LOADING THE PAPER IN THE CASSETTE

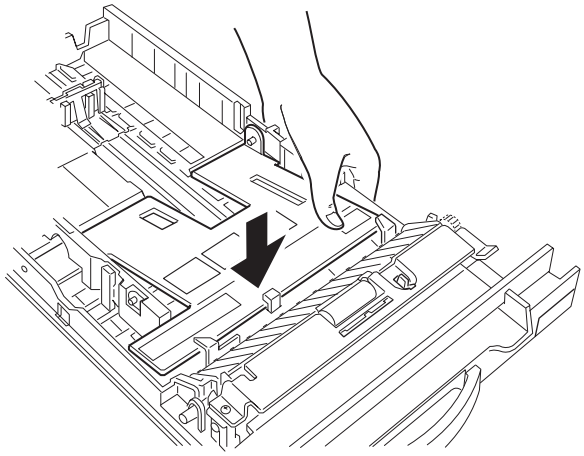
When you load the paper in the cassette, do the following.

1. Remove the cassette.

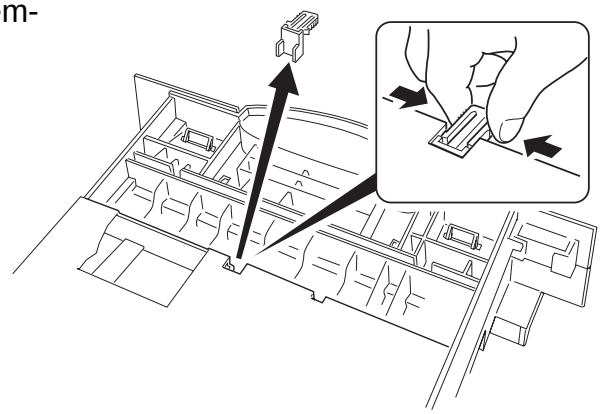
CAUTION:
To avoid dropping the cassette hold it by the front and side while pulling it out.



2. Push the metal plate down.



3. Pushing the metal plate, turn over the cassette and take out the clip as demonstrated in the illustration.



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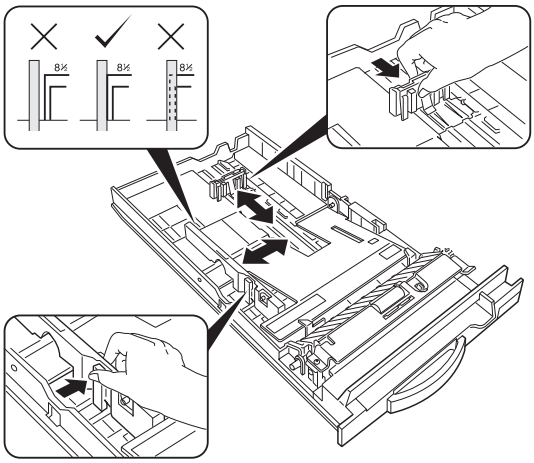
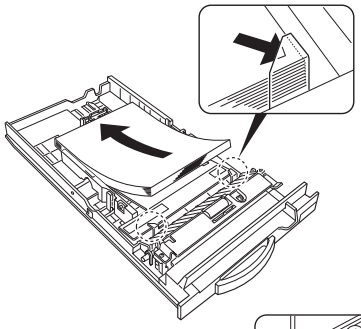
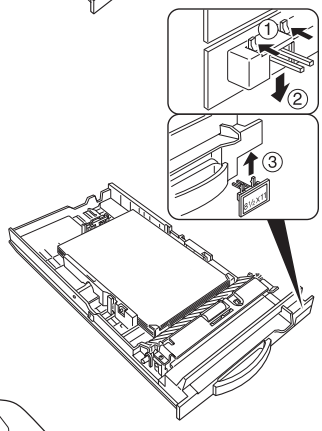
4. Make sure the positions of the two fences match the paper size by checking them against the scale printed on the bottom of the paper tray.
   The fences should be aligned so that the inside edge of each fence is just touching the line of the scale (top left caption).
   To move a fence, pinch the top lever in and slide the fence in or out as shown (top right and bottom left).



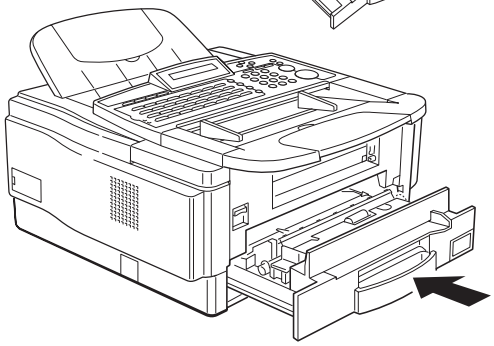
5. Lower the metal plate until it clicks.
   Place the paper into the tray in the direction shown opposite, making sure it fits under the metal corners at the front.
   If there is space between the paper and fences, the paper will not be fed properly. To avoid this, carefully move in each fence until it is flush with the paper.



6. If you have the optional cassette, set the appropriate size plate at the front of it.



7. Replace the cassette.



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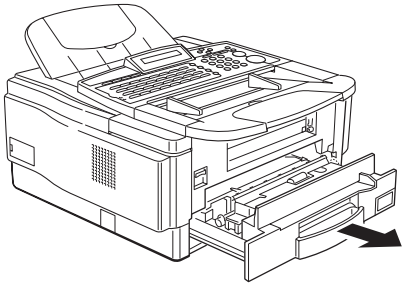
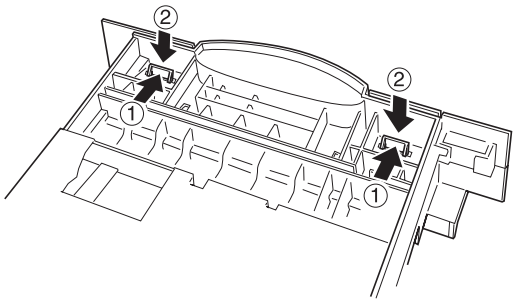
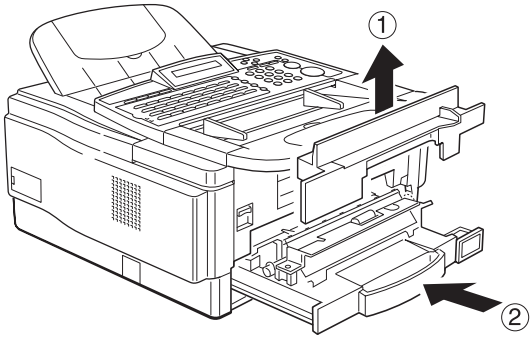
INSTALLING REMOVABLE CASSETTE AND LOADING PAPER (OPTION)

1. Pull out and remove the cassette.

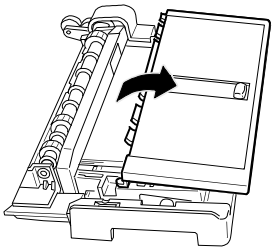


2. Turn over the cassette and remove the front cover attached to the cassette as shown in the picture.
   Then close the cassette.

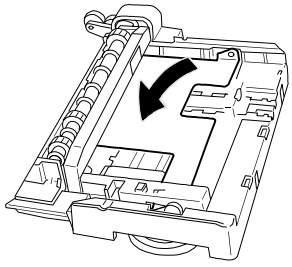




3. Remove the cover of the cassette.



4. Push the bottom plate until it clicks.



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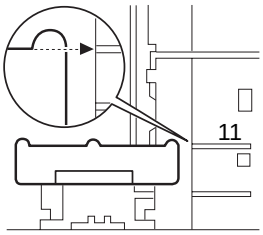
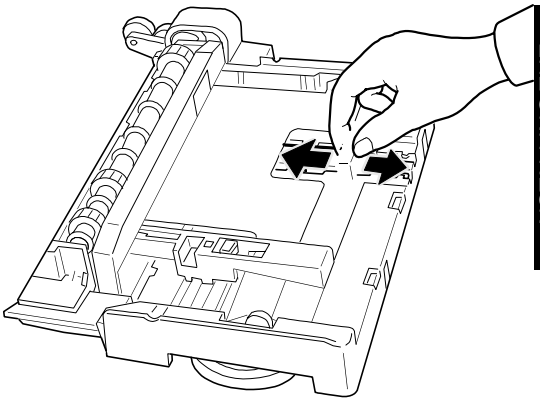
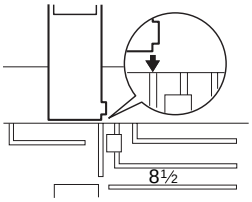
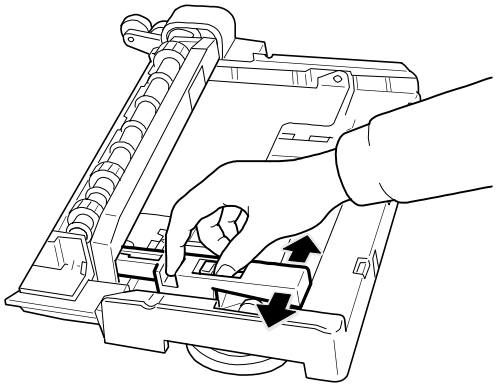
5. Adjust the position of the back fence.





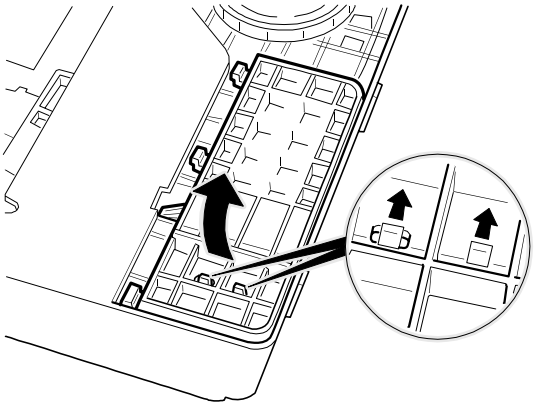
6. Adjust the position of the side fence



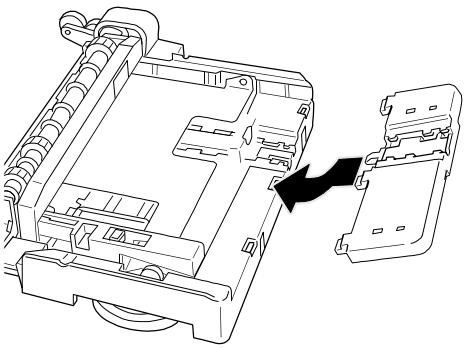


Installing the long paper extension.

7. Turn over the cassette. Remove the extension.



8. Turn over the cassette again and install the extension.



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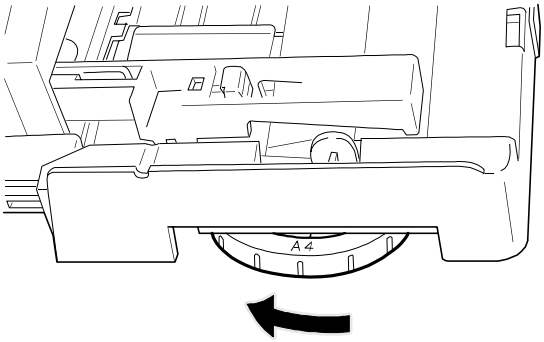
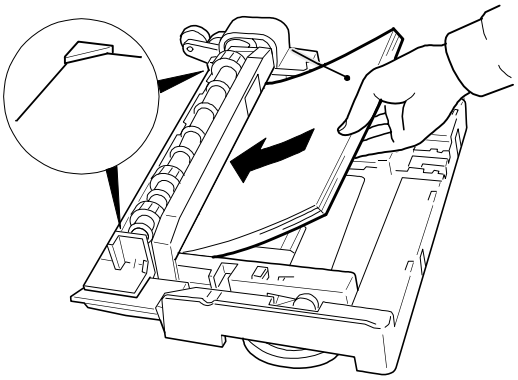
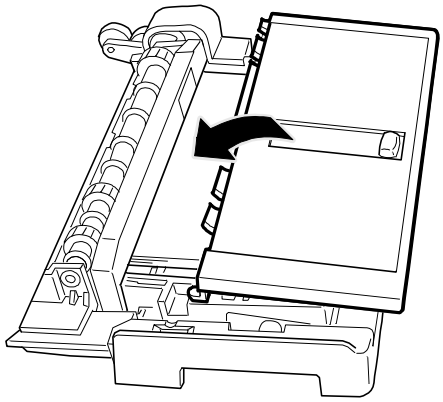
9. Rotate the dial until the appropriate size appears.



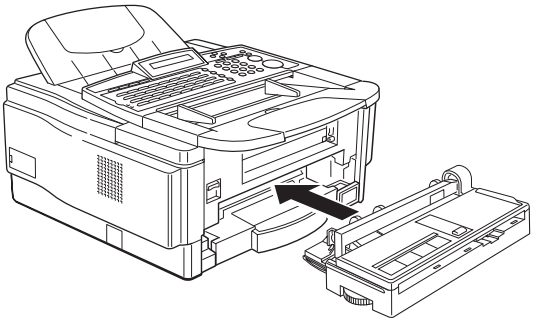
10. Set the paper under the corners.



11. Set the cover of the removable cassette.



12. Install the removable cassette.



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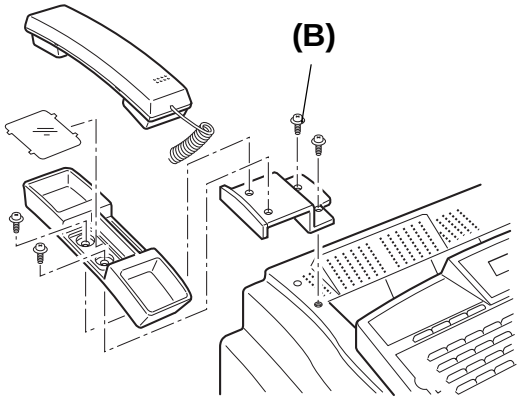
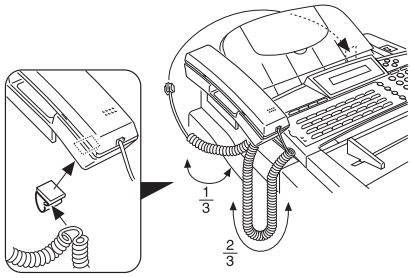
ATTACHING THE OPTIONAL HANDSET

1. Attach the handset stand to the bracket by two screws. (A)
   Then attach the bracket with stand to the machine by two screws. (B)



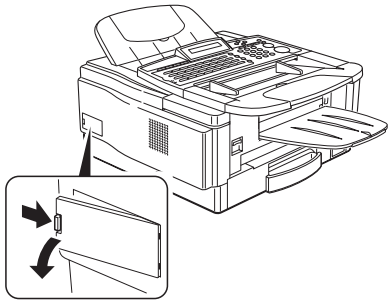
2. To avoid slack wire hanging at the rear of the machine, attach the cord clip.
   1) Insert the cord into the clip about two thirds down (see diagram).
   2) Peel off the adhesive cover on the cord clip.
   3) Fix the cord clip to the handset bracket as shown.
3. Plug the cable to "Tel" jack on rear side of the machine.
   Note: Depending on which handset you have, install the cord as shown.



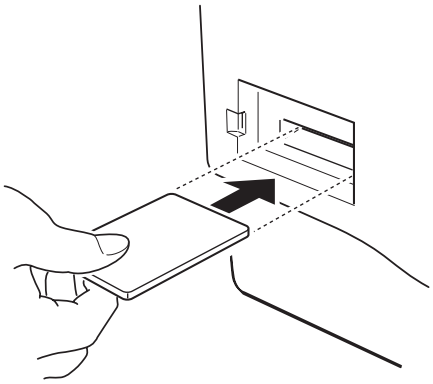
INSTALLING THE OPTIONAL FEATURE EXPANDER

Switch off the power before you install the optional feature expander.

1. Remove the cover on the left side of the machine.



2. Insert the memory card with the printed face up.
   Make sure that the machine and card contacts touch.
3. Replace the cover. Then switch on the power.



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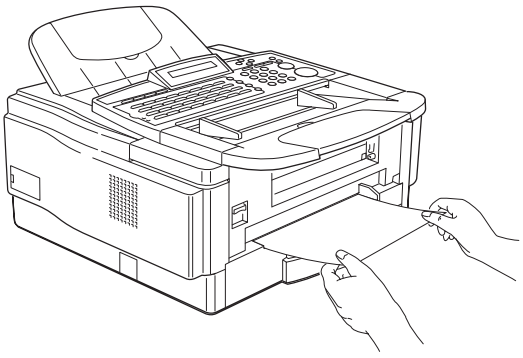
USING MANUAL FEED

You can set a sheet of paper using the manual feeder when you make a copy or print from the PC (Optional Printer Interface is required).

1. Insert a sheet of paper and align it with the right edge. Paper will be fed.
   Note: If a paper is left in the manual feeder for 1 minute, it will be fed out automatically.

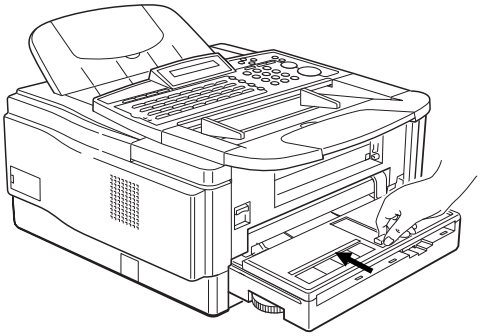
   Caution: Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



Using Manual Feed with the Removable Cassette (Option)

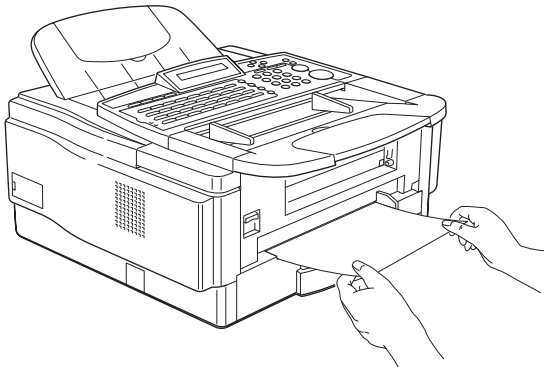
You can set a sheet of paper using the manual feeder of the removable cassette when you make a copy or print from the PC (Optional Printer Interface is required).

1. Close the cover of the removable cassette



2. Set a sheet of paper and align it with the right edge. Paper will be fed.
   Note: The acceptable paper size from the manual feed is 7.5" to 8.5" in width, and 5.5" to 14.0" in length.

   Caution: Do not insert paper into the manual feeder while the machine is printing. Otherwise, copy jams may occur.



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SOME ITEMS MUST BE PROGRAMMED FIRST

Overview

After you have installed your new machine and connected it to the telephone line, there are a few things that you have to do before you start to send fax messages from your new machine.

You should set up your machine's clock and identification. In fact, for faxes sent to, from, or within the United States, the United States' Federal Communications Commission (FCC) states that the fax message must contain header information that identifies the sender (or the sender's organization), and the date and time that the fax was sent. To do this, program the following features.

❒ Date and Time/Daylight Saving Time: see page 204.
❒ RTI (Remote Terminal Identification): see page 206.
❒ TTI (Transmit Terminal Identification): see page 206.
❒ CSI (Called Subscriber Identification): see page 207.

In addition, you also have to make sure that the fax machine's dialing circuits are set up correctly. There are two settings: Pulse Dial, and Tone Dial. If you select the wrong setting, your machine will not be able to dial fax numbers. If you are not sure which setting to use, contact your telephone company. To change this setting, see the following section of the manual.

❒ Telephone Line Type: see page 208.

Also, if you have a handset attached to your fax machine, make sure that its dialing circuit is also set up correctly.

Selecting the Display Language Selection

If your native language is Spanish or French, you can have the machine display instructions and print reports in either of these languages instead of in English.

1. **Function 6 2 2 2 2 9 3** and **Yes**.

2. Use the ◄ and ► to scroll the language.
3. When the correct language is displayed, press **Yes** and **Function**.
   ❒ Once you have done this, all displays and reports will be in the selected language.

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Setting the Date and Time

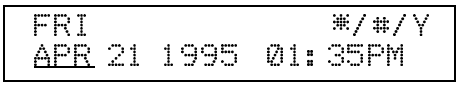
Your fax machine has an internal clock. It controls the following features.

- ❒ The time display on the operation panel while the machine is idle.
- ❒ Operation of time-delay features like Send Later.
- ❒ The date and time that is printed out on pages that you receive, if Reception Time is switched on.
- ❒ The date and time that is printed out at the other end on pages received from your machine.

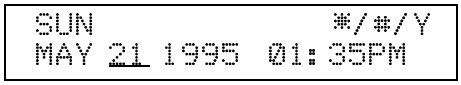
Program the correct date and time when you install the machine.

Cross-references: Sending at a Specific Time: see pae 34

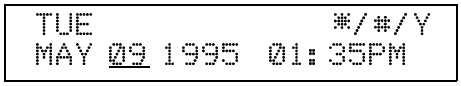
1. Press **Function 6 2 2 2 2 9 1** and **Yes**.
   Example: Change to 09 May '95, at 10:25AM



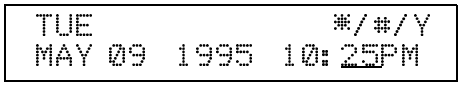
2. Change the month using ✻ or # (✻ to scroll forward, or # to scroll backward) on the ten key pad and press ▶ to move the cursor.



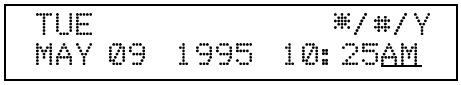
3. Change the date with the ten keypad as 09.



4. Type in the year and time at the keypad as 9 5 1 0 2 5.



5. Change AM/PM using ✻ or # on the ten key pad.



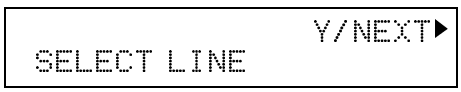
6. When the display is correct, press **Yes Function**.

Summer Time/DST (Daylight Saving Time)

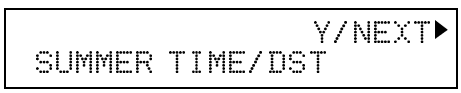
Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

- ❒ When you install the machine for the first time, take care that the setting is correct before you set the date and time.

1. Press **Function 6 2 2 2 2 6 2** and **Yes**.



2. Press ▶ until the screen is as shown opposite, and then press **Yes**.



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3 . Use the ◀ and ▶ arrows on the scroll key to switch the feature on or off. This mode is off if the display is shown as opposite.

```
SUMMER TIME/DST Y/◀▶
 ON   ▶OFF
```

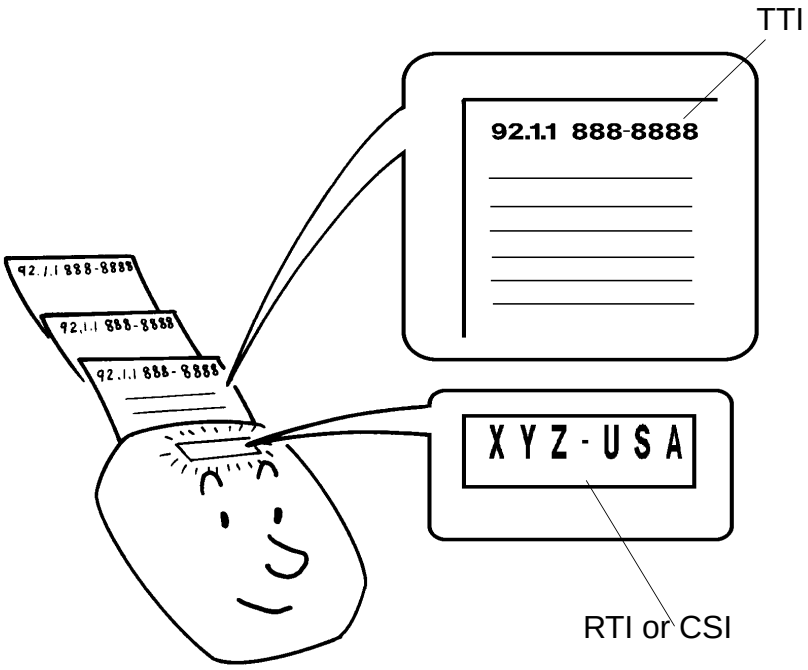
4. To store your setting: **Yes**.

Setting Your Machine's Identification

There are three labels which identify yourself to the operator at the other end. These labels are called the RTI, the TTI, and the CSI.

- ❒ RTI (Remote Terminal Identification) and CSI (Called Subscriber Identification): These appear on the receiving fax machine in the display on the operation panel during communication, and on reports after communication.
- ❒ TTI (Transmit Terminal Identification): This is printed at the other end at the top of each page received from your machine.

You can see the RTI, TTI, and CSI of the other party during the communication (see the following diagram) and on reports printed by the machine later.



Some machines may reject your transmitted fax messages if you have not stored the RTI, TTI, or CSI in advance.

Note: You can switch the TTI off for a particular transmission if you do not wish it to be printed on your pages as they are printed at the other end. See page 37.

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RTI (Remote Terminal Identification)

Your RTI appears on the other party's operation panel during communication, if the other machine was made by the same manufacturer as yours. The RTI can have up to 20 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

1. Press **Function 6 2 2 2 2 6 1** and **Yes**.

2. Press ▶ until the screen is as shown opposite.

3. Press **Yes**.

4. Input the RTI using the Quick Dial key or the ten key pad. (You can delete the character using **Clear**.)
Example: XYZ COMPANY

? How to program characters, see page 182.

Note: RTI cannot be not more than 20 characters.

5. Press **Yes** to program the RTI. You may then enter the TTI. Go to the step 1 in the following procedure in order to enter the TTI.

TTI (Transmit Terminal Identification)

Your TTI is printed at the other end on the top edge of each page that you send. The TTI can have up to 32 characters (numbers and letters can be used, along with some punctuation marks). Program something easy to recognize, such as your name, company name, or department name within the company.

1. Either:

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- ❒ To enter the RTI from the standby mode, press **Function 6 2 2 2 2 6 1** and **Yes**. And then press ▶ until the screen is as shown opposite. Then press **Yes**.

- ❒ If you have just enter the RTI in the previous procedure, press **Yes**.

2. Either:
   - ❒ If no TTI has been stored, input the TTI using the Quick Dial keys and the ten key pad.
   - ❒ If a TTI has already been stored, and/or you do not wish to edit: **No** and go to step 4.
   - ❒ To change or enter the TTI, press **Yes**, then edit your TTI
     Example: XYZ HEAD OFFICE
     Note: You may use up to 32 characters.

? For how to program characters, see page 182.

To edit the TTI "XYZ NY OFFICE", for example, move the cursor below H using ◀ and ▶. Press **Clear** four times and input NY.

3. Press **Yes** to enter the TTI.

4. You may wish to enter the CSI next.
   Either;
   - ❒ Go to step 1 in the following procedure of CSI programming.
   - ❒ Press **Function** to return to the standby mode.

CSI (Called Subscriber Identification)

Your CSI appears on the other party's operation panel during communication instead of your RTI, if the other party's machine is another manufacturer's product. The CSI can have up to 20 characters (only numbers and spaces can be used). Enter your fax machine's telephone number, because some features of your machine may not work if the CSI is not the same as the telephone number.

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1. Either:
   - ❒ If you are starting the standby mode, press **Function, 6 2 2 2 2 6 1** and **Yes**. And then press ▶ until the screen is as shown opposite. Finally press **Yes**.
   - ❒ If you have just entered the TTI in the previous procedure, press **Yes**.

2. Input your telephone number.
   Example: 2125556789

   Note: Not more than 20 digits.
   - ❒ If you wish to input a "+" sign (common practice in Europe) using Quick Dial 28 (Symbol).

3. **Yes** and **Function**.

Pulse Dial or Tone Dial

If the setting of this feature is incorrect, you will not be able to dial using the machine's keypad or automatic dialer.

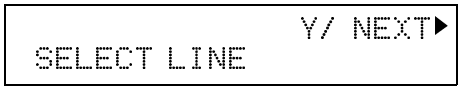
There are two basic types of telephone company exchange:
- ❒ Exchanges using Tone Dialing (also known as touch tone, DTMF, TT, or sometimes PB)
- ❒ Exchanges using Pulse Dialing (also known as rotaty dial, PD or DP)

The telephone line type setting in your fax machine must match the type of exchange that you are connected to. If you are not sure what type your local exchange is, ask the telephone company.

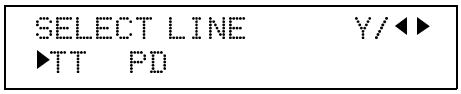
Note: If there is a handset connected to your fax machine, make sure that it is also set up in the correct dialing mode.

Change the line type setting for the fax machine using Function 62.

1. Press **Function 6 2 2 2 2 6 2** and **Yes**. Make sure that the display is as shown opposite



2. Press **Yes**.
   PD = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.



3. Change the setting by using ◀ or ▶.
4. To finish, press **Yes** and **Function**.

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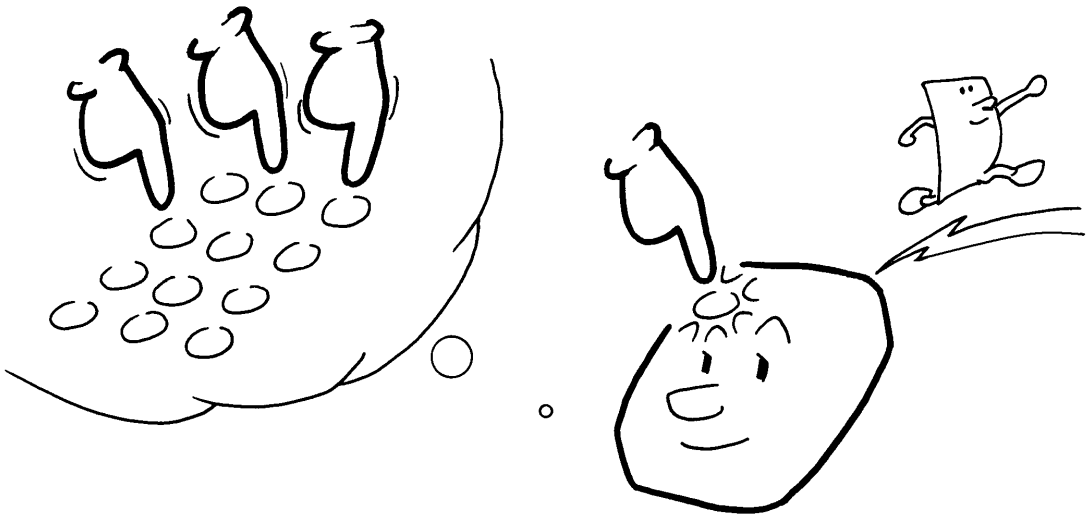
QUICK DIAL, SPEED DIAL, AND GROUP DIAL

Three Convenient Ways to Dial



Instead of dialing the full number on the fax machine's keypad, you can use Speed Dial, Quick Dial or Group Dial.

These features allow you to store telephone numbers in your machine's memory. (A stored number will remain in the memory, and you can use it as many times as you wish without having to reprogram it).

Then, when you need to dial a number, just call it up (by pressing the required Quick Dial key or two digit Speed Dial code).

Quick Dial and Speed Dial

Quick Dial and Speed Dial are very convenient for dialing numbers that you often call, especially if these numbers are very long (like international numbers).

These features greatly improve the convenience of operating your machine. However, first, you have to program the telephone numbers that you need into the Quick Dial Keys and Speed Dial Codes in your machine.

After programming your Quick Dials and Speed Dials, you can dial a telephone number with very few keystrokes.

- ❒ For Quick Dial, just press a Quick Dial Key then press Start.
- ❒ For Speed Dial, press the key on the operation panel labeled "Speed Dial", enter a two-digit Speed Dial Code, then press Start.

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You can also access Speed Dial codes using the Telephone Directory feature (see page 31).
You can store up to 30 Quick Dial Keys and 100 Speed Dial Codes in this model.

When you store a Quick Dial or Speed Dial, you can also store the name of the other party as a quick reference (this name will be displayed on the operation panel before you press the Start key, so you can check whether you have selected the correct number). This label is used with features such as Telephone Directory or Label Insertion.

Groups

If you frequently send the same message at the same time to more than one place, program these telephone numbers into a group. Then you can send the messages to all the addresses in that group with just a few keystrokes.

You can also program a name for that group (for example, "Branch Offices"), which will be displayed before you press the Start key. This helps you to check whether you have selected the correct group.

You can store up to 7 Groups in this machine.

Groups can be used with the following features.
❒ Broadcasting (Sending to More Than One Location); see page 22.
❒ Picking Up Messages Stored Elsewhere; see page 121.

CAUTION: There are limits on the number of addresses that can be dialed with each of these features. Do not store more numbers in the group than the capacity of the feature that you plan to use it with.
These limits are:

Broadcasting	: 132 addresses
Picking up messages Stored Elsewhere	: 132 addresses

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Programming Quick Dial

This machine has 30 Quick Dial Keys (01 to 30), each of which can be programmed as **one** of the following: Quick Dial Key, Group, Auto Document, or Keystroke Program. The page number in the following table shows the location of the programming procedure.

1	Quick Dial	A fax or telephone number	This page
2	Group	A set of fax numbers that you often wish to send the same fax to at the same time.	Page 217
3	Keystroke Program	A program of settings, features, and destinations.	Page 55
4	Auto Document	A page that you often send, such as a map.	Page 62

Using the following procedure, you can store telephone numbers as Quick Dials. You can also store a label with each number for use with the Label Insertion feature.

Note: You cannot use the following procedure to store Groups, Keystroke Programs or Auto Documents.

Programming a New Quick Dial

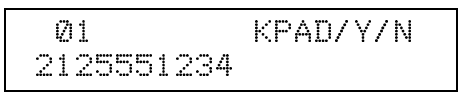
1. Press **Function 3 1** and **Yes**.
   - ❒ At this time, you can print a Quick Dial List if you press ◄ and **Start**.

2. Press the Quick Dial Key that you wish to program.

   Example: Quick Dial **01**
   Note: Press the **01** of the Quick Dial Key not **0** and **1** on the ten key pad.
   - ❒ If you pressed the wrong key, scroll using ◄ and ►.

3. **Yes**.

4. Enter the telephone number at the operation panel's ten key pad.



If your machine is behind a PBX, include the access code and a pause before the telephone number.For an international number, place a pause after the country code. To input a pause, press the Pause key.

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5. **Yes**.

```
 01                Y/N
PROGRAM LABEL?
```

6. To enter the label for this Quick Dial press **Yes**.
   Note: If you do not wish to enter a label, press **No**. Go to step 9.

7. Enter the label
   Example: NEW YORK OFFICE
   Enter the characters using the Quick Dial Keys and the ten key pad.

```
 01            ABC Y/N
NEW YORK OFFICE
```

? For how to enter label, see page 7.

8. **Yes**.

```
 01                Y/◄►
LABEL SET     ON ► OFF
```

9. Switch Label Insertion On or Off using ◄ or ►, then **Yes**.
10. Either:
    Program another: Go to step 2.
    Finish: **Function**.

Editing a Quick Dial

1. **Function 3 1** and **Yes**.

```
                  QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

2. Press the Quick Dial key that you wish to edit.
   Example: Quick Dial Key 01.
   ❒ If the wrong number is displayed, use the ◄ and ► keys to scroll through the Quick Dial Keys on the screen.

```
 01       CHANGE?Y/◄►
NEW YORK OFFICE
```

3. **Yes**.

```
 01      KPAD/Y/N
2125551234
```

4. Edit the number.
   ❒ Enter number at the cursor which can be moved using the ◄ and ► key. Use **Clear** to delete a digit.
   After entering the new number, press **Yes**.

```
 01      KPAD/Y/N
2125552234
```

```
 01                Y/N
PROGRAM LABEL?
```


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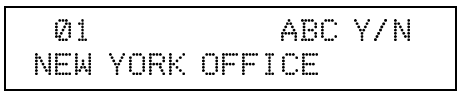
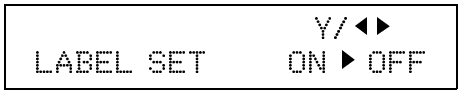
5. Either:
   - ❒ Change the label: Edit the existing label, then press **Yes**. And go to step 6.
   - ❒ Keep the label as it is: press **Yes** twice. Go to step 8



6. Edit the label.
   Example: LONDON OFFICE

? For how to edit: See page 182.

7. **Yes**.



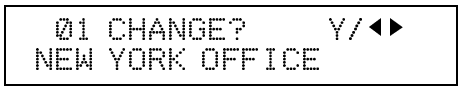
8. Switch Label Insertion On or Off using ◄ or ►, then Yes.

9. Either:
   - ❒ Edit another: Go to step 2.
   - ❒ Finish: **Function**.

Erasing a Quick Dial

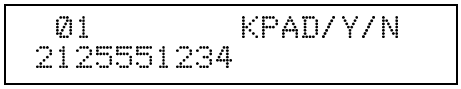
1. **Function 3 1** and **Yes**.

2. Press the Quick Dial key that you wish to erase. Example: Quick Dial 01.

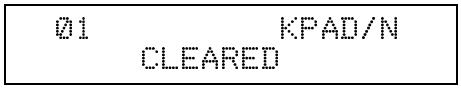


   - ❒ Use ◄ and ► to move the cursor to scroll the Quick Dial number.

3. **Yes**.



4. **No** and **Yes**.



5. Either:
   - ❒ Edit another: Go to step 2.
   - ❒ Finish; **Function**.

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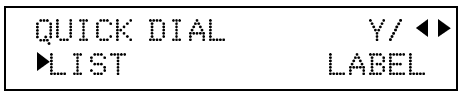
Printing Quick Dial List or Quick Key Label

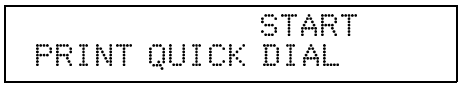
1. Press **Function 3 1** and **Yes**.

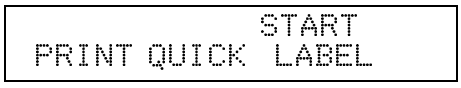
2. Press ◀.

3. Select "LIST" for Quick Dial List or "LABEL" for Quick Key Label using ◀ or ▶ and **Yes**.



4. **Start**.





Note: Quick Key Label.

❒ Remove the transparent sheet from the operation panel. Then stick the Quick Key Label sheet onto the upper part of the Quick Dial Key and replace the transparent sheet back over the Quick Key Label sheet.

❒ If you wish to affix a different Quick Key Label sheet, remove the old sheet before you stick on the new one.

Programming Speed Dial

Using this feature, you can store telephone numbers as Speed Dial Codes. You can also store a label with each telephone number for use with the Telephone Directory and Label Insertion features.

Telephone Directory
This makes using Speed Dial Codes more convenient.
When you program a Speed Dial Code, you can program a name and a telephone number. Then, instead of having to refer to the latest Speed Dial Code list when you want to dial that number, you can type in the first letter of the name, and scroll through the list of names that begin with that letter until you find the right one.
You may also program the letter under which you wish to file the label. For example, if a Speed Dial Code has the label HOTEL NEW YORK, you may wish to file this label under N instead of under H if your Telephone Directory contains a lot of hotels. This would make it easier to find using the Telephone Directory feature; type in N instead of H, then scroll through the N's until you find the HOTEL NEW YORK.

Cross-reference:
Label Insertion: see page 74. Telephone Directory: see page 31.

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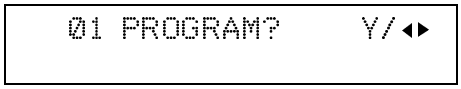
Programming a New Speed Dial

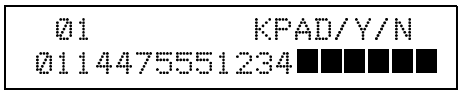
1. **Function 3 2** and **Yes**.

2. Input the Speed Dial Code that you wish to program (from 00 to 99).
   Example:
   If you program the Speed Dial code 01, press **0** and **1** from the ten key pad



3. **Yes**.

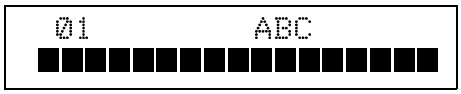
4. Enter the telephone number at the operation panel's ten key pad.



If your machine is behind a PBX, include the access code and a pause before the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes**.

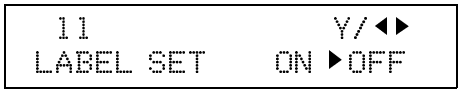
6. Either:
   - ❒ If you want to program the label for this Speed Dial, press **Yes**.
   - ❒ Do not program a label for this number: Press **No** and go to step 9.



7. Enter a label.

? Inputting and editing labels: see page 182.

8. **Yes**.



9. Switch Label Insertion On or Off using ◀ or ▶, then **Yes**.

10. Either:
    - ❒ Program another: Go to step 2.
    - ❒ Finish: **Function**.

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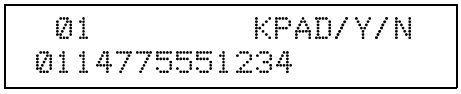
Editing a Speed Dial

1. **Function 3 2** and **Yes**.

2. Input the Speed Dial Code that you wish to edit (from 00 to 99).
   Example: If you edit the Speed Dial code 01, press **0** and **1** from the ten key pad.

   Note: Also you can search the Speed Dial code with ◀ and ▶ after pressing ▶.

3. **Yes**.



4. Edit the number.
   - ❒ Enter numbers at the cursor which can be moved using the ◀ and ▶ key. Use **Clear** to delete a digit.

   After entering the new number, press **Yes**

5. Either:
   - ❒ Change the label: Edit the existing label, then press **Yes** and go to step 6.
   - ❒ Keep the label as it is: press **No** and go to step 8.

6. Edit the label.
   Example: LONDON OFFICE
   Enter characters at the cursor which can be moved using ◀ and ▶ key. Use **Clear** to delete digit.

   ? For how to edit: See page 182.

7. **Yes**.

8. Switch Label Insertion On or Off using ◀ or ▶, then **Yes**.

9. Either
   - ❒ Edit another: Go to step 2.
   - ❒ Finish: **Function**.

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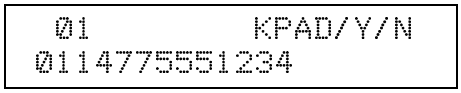
Erasing a Speed Dial

1. **Function 3 2** and **Yes**.

2. Input the Speed Dial Code that you wish to erase. Example: If you erase the Speed Dial code 01; press **0** and **1** from the ten key pad.
   - ❒ If the wrong number is displayed, use the ◀ and ▶ to scroll through the Speed Dial Codes on the screen.

3. **Yes**.



4. **No** and **Yes**.

After erasing a number, you can store a new one to replace it.

If you do not wish to erase another Speed Dial number, go to step 2 to continue or press **Function** if you have finished.

Programming Group Dial

Groups allow you to combine some numbers into one group, for easy sequential transmission to all the numbers in that group. These numbers can be selected from those already stored in Quick Dial Keys or Speed Dial Codes, or you can select other numbers by entering them at the keypad.

You can also store a label with each Group. This label will be displayed when you select the Group.

Note: See page 22 to see how to dial a group.

The Group programming procedure has several modules. Entering Group Programming mode will be explained first, followed by each of the modules.

Entering Group Programming Mode and Selecting a Group

1. **Function 3 3** and **Yes**.

2. Input the number of the group that you wish to program.

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❒ There are 7 groups, from 1 to 7.

```
GROUP 1              Y/N
PROGRAM QUICK?
```

Example: Group: 1
Enter **1** from the ten key pad and **Yes**.

❒ If this group already exists, go to step 4.
❒ If you input the wrong group number, press **No**.

3. Either:
   ❒ If you do not want to program this group into a Quick Dial key, **No** and go to step 6.
   ❒ If you want to program this group into a Quick Dial key, **Yes**.

```
GROUP 1         QUICK/N
```

4. Press the Quick Dial Key in which you wish to store this new group.
   Example: Quick Dial key **08**.
   ❒ If you pressed the wrong key: **No**.

```
GROUP 1              Y/N
  08
```

5. **Yes**.

```
GROUP 1              Y/N
PROGRAM LABEL?
```

6. Either:
   ❒ If you want to program a label for this Group: Press **Yes** and go to step 7.
   ❒ If you do not wish to program the label: Press **No** and go to step 9.

7. Input a label using the Quick Dial keys and the ten key pad (such as DISTRIBU-TORS).

```
GROUP 1       ABC /Y/N
DISTRIBUTORS
```

8. **Yes**.

```
GROUP 1           KPAD/N
```

9. Input the number that you wish to store in the group. For example:
   ❒ Quick Dial 25: Press the **25** of the ten key pad.

```
GROUP 1              Y/N
 25
```

   ❒ Speed Dial 00: **Speed Dial** key and then **0** and **0** from the ten key pad.

```
GROUP 1              Y/N
 00
```

   ❒ Full number: Input at the keypad on the operation panel.

```
GROUP 1              Y/N
0014421584226 1
```


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10. **Yes**
    If "ALREADY PROGRAMMED" appears, either;
    - ❒ Keep the number: **No**
    - ❒ Erase the number : **Yes**

```
GROUP 1          KPAD/N
```

Note: Do not store more than 132 numbers in a Group.

11. Either:
    - ❒ Input another number: Go to step 9.
    - ❒ Finish storing numbers in this group: **No**. And go to step 12.

12. Now you can either:
    - ❒ Start working on another Group. Go to step 2.
    - ❒ Return to standby mode by pressing **Function**.

```
GROUP              1-7/N
PRINT LIST ◄/SEARCH ►
```

Editing and Erasing the Group

This procedure deletes or edits this Group and all the numbers stored in it. The Speed Dial Codes and Quick Dial Keys that you used in this Group will not be deleted from the memory; you can continue to use them for other purposes.

1. **Function 3 3** and **Yes**.

```
GROUP              1-7/N
PRINT LIST ◄/SEARCH ►
```

2. Input the number of the group that you wish to program.
   Example: If you want to delete or edit the contents of the Group 1, press **1** of the ten key pad . And press **Yes**.

```
GROUP 1              Y/N
PROGRAM QUICK?
```

3. Either;
   - ❒ If you want to change the Quick Dial key where that Group is stored; **Yes** Then press **No** and press a new Quick Dial Key. (**Note:** If that Group is not programmed into a Quick Dial Key, you don't have to do it.)
     Then press **Yes**. Then go to step 4.
   - ❒ If you don't program that group into a Quick Dial Key, press **No**, then go to step 4.

```
GROUP 1              Y/N
 08
```

```
GROUP 1              Y/N
 16
```

```
GROUP 1              Y/N
PROGRAM LABEL?
```

```
GROUP 1              Y/N
PROGRAM LABEL?
```


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4. Either:
   - ❒ If you want change the label, press **Yes**.

     Edit the label and press **Yes**.
   - ❒ If you keep this label, press **No**.

```
GROUP 1          ABC Y/N
DISTRIBUTOR
```

```
GROUP 1          KPAD/N
```

5. Input a number that you wish to store in or erase from the group.
   Example:
   Quick Dial 01: **Quick Dial** key 01
   Speed Dial 30: **Speed Dial**, 3 and 0 on the ten key pad.
   Full number: Enter it at the ten key pad.

```
GROUP 1            Y/N
 30
```

6. **Yes**.
   If "ALREADY PROGRAMMED" appears, either:
   - ❒ Keep the number: **No**.
   - ❒ Erase the number **Yes**.
     Go back to step 5.

```
GROUP 1          KPAD/N
```

7. Either:
   - ❒ Store or erase another number: Go to step 5.
   - ❒ Finish: **Function**.
   - ❒ To erase a group completely, you must erase every telephone number from the group individually, using steps 5 and 6.

Programming the Group Key

You can program the 7 Groups. However, there is no room in Quick Dial keys, this Group key is helphul. You have to program the **30** of the Quick Dial key as the Group key.

1. **Function 3 1** and **Yes**.

```
                 QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

2. Press **3 0** of the Quick Dial key.

```
30                   Y/ ◄►
```

3. **Yes**.

```
 30 PROGRAM?    Y/N
PROGRAM GROUP KEY?
```

4. **Yes**.
   Quick Dial **3 0** has been programmed as a Group key.

```
                 QUICK/◄►
PRINT LIST ◄/SEARCH ►
```

? For how to transmit using the Group key, see page 23.

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Storage Capacity for Telephone Numbers

When you use the three features listed in the following table, you can dial more than one number. Some functions have different capacities.

COMMUNICATION FEATURE	PAGE	MAX. NUMBER OF ADDRESSES/FAX MESSAGE	TOTAL FAXES	TOTAL ADDRESSES FOR ALL FAXES	MAX. STORED Pages
Broadcasting	62	132	132	300 (Note: Any fax number can be used for more than one fax message at the same time)	Standard: 40 With 1M: 120 With 2M: 200 With 4M: 360 (*3)
Polling Reception	157	132			

The following table shows how many telephone numbers you can store in the machine.

Quick Dials	30
Speed Dials	100
Ten Key Pad (*1)	67
Groups (*2)	7

*1 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 66 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you have stored, say, 30 numbers at the ten key pad into your groups, then you will only be able to input 37 full dial numbers at any one time for other operations, such as broadcasting.

*2 You can program up to 7 groups. Each group can contain up to 132 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 67 numbers that are not programmed as Quick or Speed Dials; see Note 1 above for the restrictions on the use of these numbers.

*3 This is the theoretical maximum number of pages that can be stored.

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DEALING WITH JUNK FAX MAIL

The following features will help you to reject unwanted junk fax mail.
❒ Authorized Reception: see page 89.
❒ Closed Network (Reception): see page 112.
❒ Rejection of Messages from Unauthorized Senders: see page 88.

OTHER ITEMS TO PROGRAM AT YOUR LEISURE

The following features will help you use the machine more quickly and efficiently.
❒ Storing an Often Used Document: see page 62.
❒ Programming Keystrokes: see page 55.
❒ Storing And Dialing Part of Number: see page 73.

To use the full range of features provided by this fax machine, you need to program other items. These procedures are all given in the relevant sections of the manual.

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GLOSSARY

ADF (Automatic Document Feeder):
A device which feeds the pages of a multipage document one at a time, in the order that you arranged the pages in the stack.

Batch Numbering (Page Count):
This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with p1/3 printed on one and p2/3 on the other, you have just received a three-page document but page 3 didn't make it.

BPS (Bits Per Second):
This is the data communication rate. In G3 mode, your fax terminal digitizes documents, transforming them into 'bits' - binary digits - (an average page will produce about 200,000 of them), and then sends them out at a top speed of 9,600 to 14,400 bps, depending on the model.

Broadcasting:
In G3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

Communication:
Transmission or reception.

Copy:
When used as a noun, this refers to a printout, either in copy mode or receive mode

Country Code:
In international dialing, this is the code that directs the call to the country where the terminal that you wish to send to is located.

CSI:
Called Subscriber Identification. ☞ page 207.

Default Setting:
See "Factory Setting".

Dial Pulses:
These are dialing signals that your terminal sends out if it uses pulse dialing (☞ page 208).

Document:
This is the original page or set of pages that you wish to send.

DPI (Dots Per Inch), or l/mm (Lines Per Millimeter):
This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" x 11" page is broken down into about 1,728,000 dots if standard resolution is used (Digital compression techniques for G3 convert these into about 200,000 bits).

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ECM (Error Correction Mode): This is signaling method that is designed to eliminate transmission errors on even the noisiest of telephone lines. See page .

EFC:
This is a proprietary digital data compression technique. It shortens the time for sending a page.

Factory Setting:
The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine. It can also referred to as "Default Setting".

File:
☞ Memory File, Polling File.

Group 3:
This is an internationally-agreed signaling and data transfer method used for facsimile communication (approved by ITU-T). It is also known as G3.

Handset:
This is the telephone that is connected to the jack marked "TEL".

Home Position:
Some of your machine's features can be adjusted. The home position is the setting to which the machine always returns at the end of an operation.

International Dialing Code:
This is the code that must be dialed at the beginning of the number if the destination is outside your country.

ITU-T
This committee sets international standards for communication.

Memory File:
This is a document stored in the SAF memory (see the next page) and the instructions (destinations, time of transmission) for sending that document.

Modem:
Acronym for modulator/demodulator. A device that transforms a digital signal into a form suitable for transmission over the telephone network.

Original:
Same as "Document".

Page Retransmission:
If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM (ECM is a more effective data retransmission method).

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Polling File:
This is a set of instructions (destinations to be polled, time of polling) for polling reception.

Pulse Dialing:
This method of dialing uses a string of pulses to represent each dialed digit.

Reception:
The act of receiving a document.

Reduction:
If your document is wider than the paper available in the other terminal, your terminal will automatically reduce it so that it will fit.

Remote Terminal:
The facsimile terminal that you are sending to or receiving from.

RTI:
Remote Terminal Identification. ☞ page 205.

Sending:
Same as "Transmission", see below.

Standby Mode:
The terminal is said to be in standby mode when it is idle.

Terminal:
A facsimile terminal, such as your machine.

Tone Dialing:
This method of dialing uses a tone to represent each dialed digit.

Transmission:
The act of sending a document.

TTI:
Transmit Terminal Identification. ☞ page 205.

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Quick Reference Card

Function List: To access the functions below, press the function key, then enter the function's number.

No	Function
11	Polling Reception
12	Confidential Transmission
13	Transfer Request
14	Secured polling Transmission
15	Free Polling Transmission
16	Scanner Mode
21	Erasing Memory Files
22	Erasing Polling Reception Files
23	Erasing Polling Transmission Files
24	Erasing PC-memory Transmission
31	Programming Quick Dial/ Printing the Quick Dial List
32	Programming Speed Dial/ Printing the Speed Dial List
33	Programming Groups /Printing the Group Dial List
34	Keystroke Programs and Function Programs: Labeling and Erasing
35	Auto Documents: Labrelling and Erasing
36	Programming User Function Keys
37	Entering Printer Mode**
38	Cassette Selection
41	Printing the TCR/On-Screen Communication Result Display

No	Function
42	Printing the File List
43	Printing the Quick/Speed/Group Dial List
44	Printing the Program List
51	Printing a content of a Memory File
52	Printing a contents of a Polling File
53	Printing as Auto Document
55	Printing Confidential Message
56	Printing from Memory Lock
	Function 60 and above can only be used after a password has been entered.
61	System Set-up: your Fax Terminal's Telephone number,, ID Code, Confidential ID, Memory Lock ID, RTI, TTI, CSI
62	On/Off Switches
63	Programming the User Parameters/ Printing the User Parameter List
71	Programming Night Timer
72	Programming Personal Codes/ Printing the Personal Code List
73	Sending the Service Report
81	Programming Special Terminals
82	Programming Forwarding
83	Programming Multi-sort
91	Programming the Date and Time

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Basic transmission procedure

	Memory Transmission	Immediate Tranmission
1	Make sure that the machine is in standby mode.	
2	Check that the Memory indicator is lit. If it is not lit, press **MEMORY**	Check that the Memory indicator is not Lit. If it is lit, press **MEMORY**
3	Carefully place the document in the feeder.	
4	Select the contrast and resolusion (and halftone if neccessary)	
5	You may select one or more of the following options. To select an option, press the right arrow on the scroll key, then press one of the following combinations of keys. Personal Code Send Later TRD Page Count TTI On/ Off	Personal code Send Later Set Pages TTI Print
6	Enter the telephone number in one of the following ways	
	Quick Dial Speed Dial Group Dial Ten Key Pad	Quick Dial Speed Dial Ten Key Pad Handset On Hook Dial
7	Press **YES**	Press **START**
8	Either:Dial another number go to step 6. then Press **Start**. To dial another number, go to step 6. Otherwise, press **Start**.	
9	The machine stores your meesage in memory, then sends it to each terminal in sequence.	The machine dials, then your message is fed, scanned, and sent to the other terminal.

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Programming

	Quick Dial	Speed Dial
1	**Function 31 Yes**	**Function 32 Yes**
2	Press the **Quick Dial Key** that you wish to program	input the **Speed Dial Code** that you wish to program
3	Enter the telephone number with the Ten key pad	
4	Press **Yes**	
5	Input a label using Quick Dial Key, then Press **Yes** or Do not program a label Press **NO**.	
6	Press **Function** to finish	

Key Stroke Program

1. Make sure that the machine is in Standby Mode.
2. Place a sheet of paper in the feeder.
3. Select all required features and telephone numbers as you would normally do.
4. Press the Quick Dial key that you wish to store the program in.
5. Press **Yes**

Copying

1. Press **Copy**
2. Place your original in the feeder.
3. Input the number of copies you need.
4. Press **Start**

Clear File From Memory

1. Memory Transmission **Function 21 Yes**
   Polling Reception **Function 22 Yes**
   Polling Transmission **Function 23 Yes**
2. Input the file number.If you do not know the file number, print a list of files or press the right arrow until the required file appears
3. Press **YES twice**
4. **Function**

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REPORT

Automatically Printed Report	SETTINGS	
	ON/OFF	DEFAULT
Confidential File Report	User Parameter Switch 04 digit 0	ON
Communication Failure Report		NOTE
Error Report	Contact Service Technician	ON
Memory Storage Report	User Parameter Switch 03 digit 2	OFF
Polling Result Report	User Parameter Switch 03, digit 4	ON
Polling Reserve Report	User Parameter Switch 03, digit 3	OFF
Polling Clear Report	User Parameter Switch 03, digit 6	ON
Power Failure Report		
Jonrnal	User Parameter Switch 03, digit 7	ON
Transmission Result Report (Memory Transmission)	User Parameter Switch 03, digit 0	ON
Transfer Request report		ON

[NOTE] If the Transmission Result Report is switched off, a Communication Failure Report will be printed when a comunication fails.

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11	Polling Reception	121
12	Confidential Transmission	60
13	Transfer Request	50
14	Secured Polling Transmission	118
15	Free Polling Transmission	117
16	Scanner Mode*	—
21	Erasing Memory Files	123
22	Erasing Polling Reception Files	123
23	Erasing Polling Transmission Files	123
24	Erasing PC-memory Transmission*	—
31	Programming Quick Dial/ Printing the Quick Dial List, Programming the Tone Key, Programming the Group Key	211, 220
32	Programming Speed Dial/ Printing the Speed Dial List	214
33	Programming Group Dial/ Printing the Group Dial List	217
34	Keystroke Programs: Labelling and Erasing	55, 57, 59
35	Auto Documents: Labelling and Erasing	62, 64, 65
36	Programming User Function keys	124
37	Entering Printer Mode **	132
38	Cassette Selection **	100
41	Printing Journal	143
42	Printing the File List	143
43	Printing the Quick Dial/User Function, Speed Dial and Group Dial List	143
44	Printing the Program List	144
51	Printing the Contents of a Memory File	125
52	Printing the Contents of a Polling File	125
53	Printing an Auto Document	62
55	Printing a Confidential Message	82
56	Printing from Memory Lock	87
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61	System Set up: Your Fax Terminal's Telephone Number, ID Code, Confidential ID, Memory Lock ID, RTI, TTI and CSI	51, 81, 84, 206, 207
62	On/Off Switches	184
63	Programming the User Parameters/ Printing the User Parameter List	185
71	Programming the Night Timer	128
72	Programming the Personal Codes/ Printing the Personal Codes	66, 144
73	Sending a Service Report	181
81	Programming Special Terminals/ Printing the Special Terminals	133, 144
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91	Programming the Date and Time	204
92	Adjusting the Speaker and Buzzer Volume	49
93	Selecting the Language on the Display and Reports	203
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*PCFE Required, **Printer Interface Required

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SUPPLIES

CAUTION: Ricoh shall not be responsible for any damages or expense that may result from the use of parts other than recommended parts.

TONER CASSETTES

❒ RICOH TONER CASSETTE TYPE 150 is recommended for the best performance.

STAMP

❒ MARKER TYPE 30 is recommended for the best performance.

PHOTOCONDUCTOR

❒ RICOH PHOTOCONDUCTOR TYPE 100 is recommended for the best performance.

RICOH

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US Part No. H5528600 Printed in Japan
September 1997

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